Introduction to TxHSN: PAE/HAI Users Guide

Questions?

Call 512.776.7676

Email PAETexas@dshs.state.tx.us or HAITexas@dshs.state.tx.us

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Required Training Slides

Prior to using TxHSN for the first time, you are required to complete these training slides. This training is estimated to take 45 minutes, depending on your familiarity with the TxHSN reporting system.

If you are unable to complete the training slides, you will be required to start the training over the next time you login to TxHSN.

If you wish to review these slides at a later time, they will be available at www.PAETexas.org or www.HAITexas.org.

Objectives

In this training we will review:

1. Health Care Safety reporting overview
2. How to navigate in TxHSN
3. How to enter PAE data or delete PAE record
4. How to search for and edit a PAE record
5. How to manage workflows
6. Overview of TxHSN Reports
7. How to run/view your facility reports
8. How to submit comments on your data reports
9. Additional resources/future training

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Welcome to TxHSN!

The purpose of Healthcare Safety reporting is to enhance healthcare transparency in Texas and empower patients to make informed decisions about their healthcare.

The **Texas Healthcare Safety Network** or TxHSN was developed to help coordinate & simplify the communication process between Texas and reporting healthcare facilities. It is the web-based system that stores Health Care Safety Data (HAI data from NHSN and Preventable Adverse Events (PAE) data) in Texas. Facility-specific Health Care Safety reports are then published twice a year, in June and December and can be accessed from: http://txhsn.dshs.texas.gov/hai/

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Reporting Health Care Safety data to Texas can be a confusing process. To help aid in your understanding, here is a diagram to help explain how it all works.
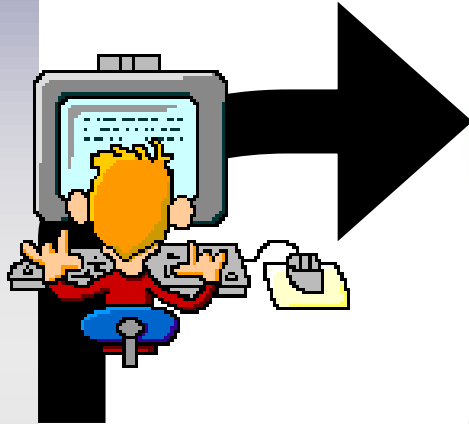
View reports & make comments

Each healthcare facility enters HAI data into NHSN (the National Healthcare Safety Network).
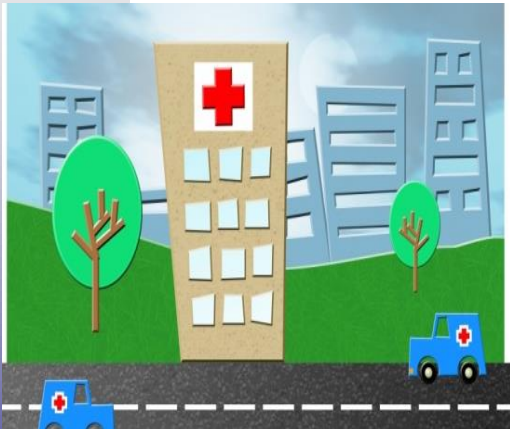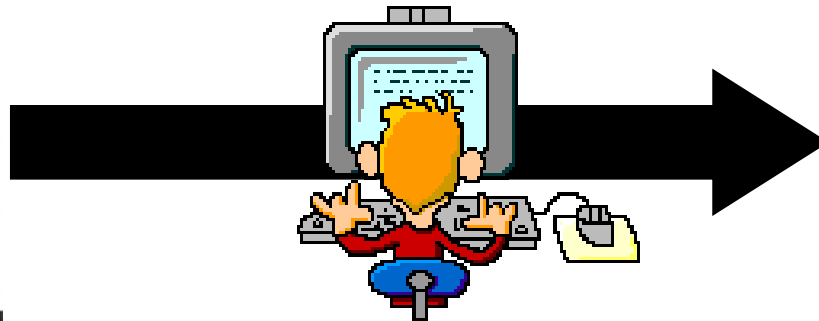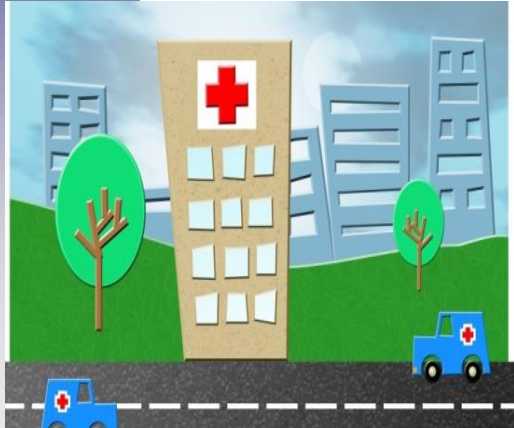
DSHS exports HAI data from NHSN and stores it in TxHSN. This is where your facility-specific reports will be generated.

PAE Reporting Overview

PAEs, on the other hand, are entered into TxHSN directly. These data are not entered through NHSN.

HCS Reporting Overview

TxHSN will email users (designated contacts) to notify them that their facility-specific reports are ready to view in TxHSN. Users can then login to TxHSN and run reports to review their data and submit comments to be posted on the reports. Users may also make comments which will be displayed on their facility's published data reports.
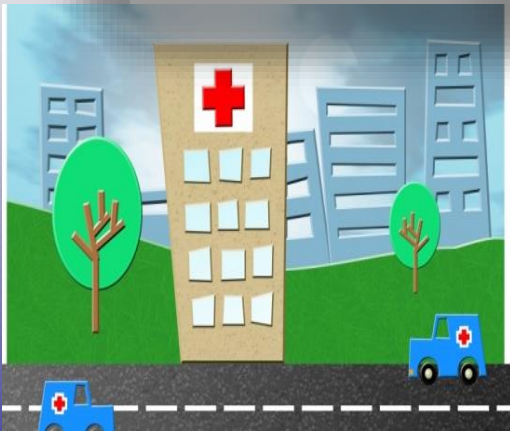
Alerts regarding data & reports

View reports & make comments

HCS Reporting Overview

The final Health Care Safety Reports for each half year are posted in June and December for the public to view at
http://txhsn.dshs.texas.gov/hai/

Alerts regarding data & reports

View reports & make comments

Publication of Reports
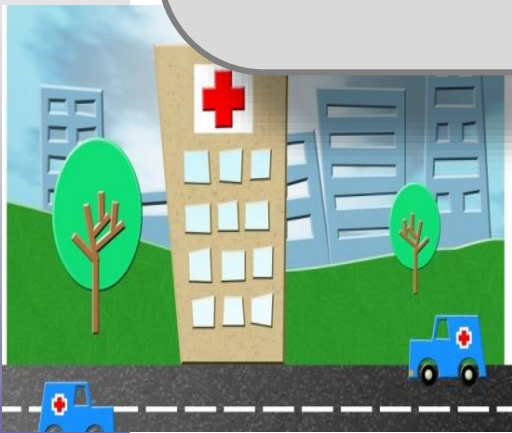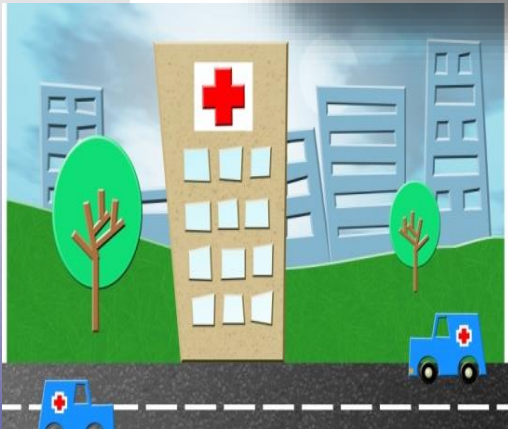
After comments are approved, the final Health Care Safety Reports for each half year are posted in June and December for the public to view at http://txhsn.dshs.texas.gov/HCSreports

Alerts regarding data & reports

View reports & make comments

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
<u>Public posting of data summary with approved comments</u>	NA	<u>1-Dec</u>	NA	<u>1-Jun</u>

This is the time line for reporting, making corrections, and submitting comments. This is discussed again in TxHSN User Training # 2 which is posted at www.paetexas.org

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How to navigate in TxHSN

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TxHSN-Main Navigation

TxHSN - Main   Search   Jennifer Vinyard - PAE ▾

Workflows

Workflow Queue	Records
Report No Events	1 (0)
Cases with Incomplete Required Questions	1 (0)
	More ...

Recent Records

Record ID	Name	Record Type
300000081	15054_123456	Care Management Event
N15054R4		

Resources & Support

NHSN

- Log into NHSN with SAMS
- Log into NHSN with Digital Certificate
- NHSN website: www.cdc.gov/NHSN

HAI Resources

- Email: HAITexas@dshs.state.tx.us
- Website: www.HAITexas.org
- 676

shs.state.tx.us
exas.org
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ports can be viewed by the public at: Health
e

After you login to TxHSN and complete these training slides, you will be directed to this

TxHSN Main Page.

Here we will discuss the important elements shown on this page.

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TxHSN-Main Navigation

TxHSN - Main 🏠 ❓ [Search] Jennifer Vinyard - PAE ▾

To the right of the screen, you will see Resources & Support. Here you will find helpful links to important websites and contact information for HAI and PAE resources.

At the bottom of this section is a link to the website where the public reports are published.

Resources & Support

NHSN

- Log into NHSN with SAMS
- Log into NHSN with Digital Certificate
- NHSN website: www.cdc.gov/NHSN

HAI Resources

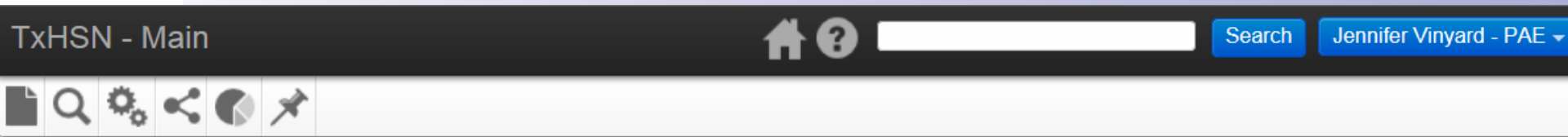- Email: HAITexas@dshs.state.tx.us
- Website: www.HAITexas.org
- Phone: 512-776-7676
- Fax: 512-776-7616

E Resources

- Email: PAETexas@dshs.state.tx.us
- Website: www.PAETexas.org
- Phone: 512-776-7676
- Fax: 512-776-7616

Final Health Care Safety Reports can be viewed by the public at: Health Care Safety Reports Website

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TxHSN-Main Navigation

This is where any workflows will display. Workflows will be discussed in more detail later in this presentation.

TxHSN-Main Navigation

TxHSN-Main Navigation ICONS

Create Record

Search

Workflows

Create Survey*

DO NOT USE!! Will generate error.

Recently Viewed Records

These Navigation icons appear at the top of TxHSN pages.

*Only facilities not reporting in Patient Safety Component of NHSN

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TxHSN-Main Navigation

TxHSN - Main

Search Jennifer Vinyard - PAE

Workflows

Workflow Queue	Records
Report No Events	1 (0)
Cases with Incomplete Required Question...	

Resources & Support

NHSN

- Log into NHSN with SAMS
- Log into NHSN with Digital Certificate
- NHSN website: www.cdc.gov/NHSN

Resources

...tx.us

Home--Returns to Record Summary Dashboard or TxHSN Main Page

TxHSN Help or call 512.776.7676 or email PAETexas@dshs.state.tx.us

Search– Enter Record ID number of case

[UserName] - Edit Profile or Logout

...n be viewed by the public at: Health

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TxHSN-Main Navigation

TxHSN - Main   🏠 ❓ [Search]   Jennifer Vinyard - PAE ▾

Edit Profile

Logout

Workflows

Workflow Queue	Records
No workflows to display	

More ..

Recent Records

Record ID
300000282
300000281

ources & Support

N

- Log into NHSN wit...
- Log into NL... igital Certificate
- NHS... ww.cdc.gov/NHSN

...es
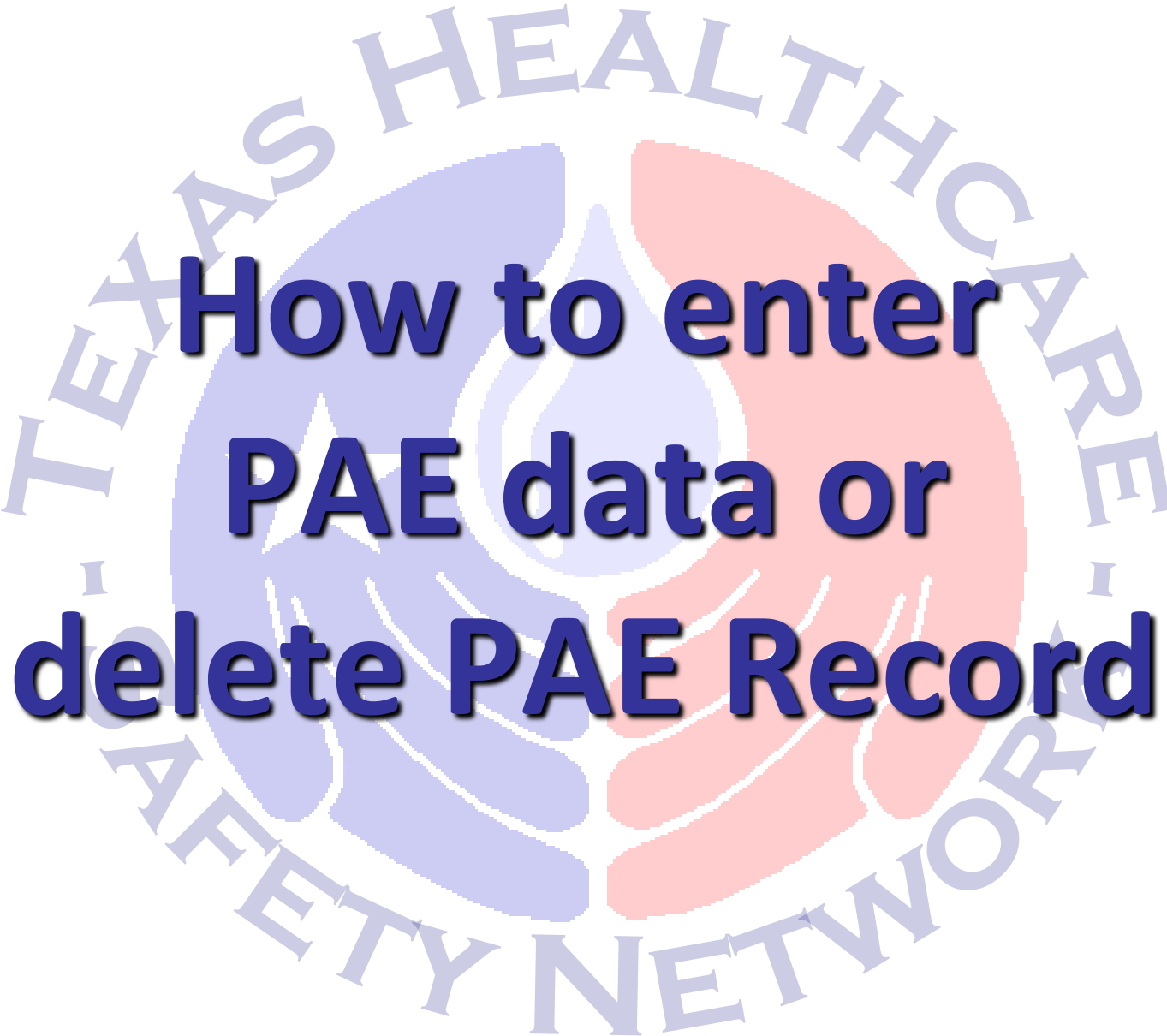
...AITexas@dshs.state.tx.us
...w.HAITexas.org
...76-7676
...7616

PAE

...xas@dshs.state.tx.us
...v.PAETexas.org
...76-7676
...7616

...fety Reports can be viewed by the public at: Health
...Website

When you are on the TxHSN Main page and wish to logout of the system, you can click this drop down menu and select "Logout".

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How to enter PAE data or delete PAE Record

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PAE Data Entry – Example

In the next section, we will review how to enter a PAE into TxHSN. We will review navigation features of the Record page as well, to help you as you enter your PAE data.

This example will demonstrate data entry for *"Irretrievable loss of an irreplaceable biological specimen."*

PAE Data Entry

To enter a PAE, click on Create Record Icon on the TxHSN Main Page shown here.

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PAE Data Entry

PAE Data Entry

Create Record - Person Information

Record Information

Record Type: `Care Management Event`

* Preventable Adverse Event:

* After any intervention to reduce harm, what was the degree of residual harm to the p

* Date Event Occurred (or Discovered if occurrence is unknown):

* Medical Record Number or Patient ID:

> Fall - Resulting in intracranial injury
> Fall - Resulting in burn
> Patient death or severe harm - failure to follow up or communicate test results
> Patient death or severe harm - blood/blood products
> ~~Perinatal death or severe harm - labor/delivery in low-risk pregnancy~~
> Patient death or severe harm - irretrievable loss of irreplaceable biological specimen
> ~~Fall - Resulting in fracture~~
> Fall - Resulting in dislocation
> Fall - Resulting in other injury
> Fall - Resulting in crushing injury

Affected Person Information

Birth Date:

Gender:

Race:

Ethnicity:

`Select Person...`   `Clear`

`Save`   `Cancel`   `Help`

In the field for "Preventable Adverse Event" click on the applicable PAE from the drop down menu.

PAE Data Entry

Record Information

Record Type:	Care Management Event ▼
* Preventable Adverse Event:	Patient death or severe harm - ▼
* After any intervention to reduce harm, what was the degree of residual harm to the patient from the incident (and subsequent intervention)?:	▼
* Date Event Occur	
* Medical Record N	

Death: Dead at time of assessment.
Severe harm: Bodily or psychological injury (including pain or disfigurement) that interferes significantly with functional ability or quality of life.
Other (includes No harm, Moderate harm, Mild harm or Unknown Harm)

Affected Pe...

Birth Da...

Race:

Sel...

Save...

Next is the Harm question which must be answered for all PAEs. In the drop down menu, there are only 3 choices to choose from:

- For those PAEs that contain the words "<u>Patient death or severe harm</u>", you should only select Patient Death or Severe Harm.
- For the remainder of the PAEs, choose the appropriate answer—Patient Death, Severe Harm or Other.

PAE Data Entry

Create Record - Person Information

Record Information

Record Type: Care Management Event

* Preventable Adverse Event: Patient death or severe harm -

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

* Date Event Occurred (or Discovered if occurrence is unknown): 05/21/2014

* Medical Record Number or Patient ID: 56231

Affected Person Information

Birth Date: 05/12/1945   Gender: Male

Race: Asian   Ethnicity: Not Hispanic or Not Latino

Select Person...   Clear

Save   Cancel   Help

Continue and enter Date Event Occurred and MRN/ Patient ID. These five fields are required.

Click on Save at the bottom to create your PAE. If you click "Cancel" you will lose all your changes and return to the TxHSN Main page.

The "Affected Person Information" section is optional.

PAE Data Entry

Record Summary - Dashboard

Basic Information

Record ID:	300000122
Record Type:	Care Management Eve...
Person:	8888_56231 Birth Date: 05/12/1945 (69 Male)
Investigation Status:	Active Record - Reported
Linked Records(s):	1 lin...
Facility Links:	Link... R88...

Edit Record Properties

The Record Summary – Dashboard page will now display. This is the record for the PAE you have just created.

In the Record Data tab, a General Question Package (QP) will always appear. You have the option to enter additional data in the General QP.

Record Data | **Concerns** | **Pc**

Question Packages

Question Package	Person	Last Update	Updated By	Status
> General (required questions are shown in red)	Record	02/25/2015	Vickie Gillespie52 [vgillespie52]	Completed

View Question Package

PAE Data Entry

Record Summary - Dashboard   X

Basic Information

Record ID:	300000123
Record Type:	Care Management Event
Person:	8888_881122 ( )
Investigation Status:	Active Record - Reported
Linked Records(s):	
Facility Links:	

Edit Record Propertie

Some PAEs will have a Specifics QP as well as the General Question Package.

Record Data   Concerns

Question Packages

Question Package	Person	Last Update	Updated By	Status
> General (required questions are shown in red)	Record	02/25/2015	Vickie Gillespie52 [vgillespie52]	Completed
Specifics (additional optional questions)	Record	02/25/2015	Vickie Gillespie52 [vgillespie52]	Completed

View Question Package

The Specifics QP has additional optional questions.

PAE Data Entry

To enter data into either QP, double click on the QP of interest (General or Specifics) OR select the QP (row will be highlighted in yellow) and click on the View Question Package button below.

PAE Data Entry – General QP

If you open your General QP, this screen will appear. All required questions appear in red letters and will autofill from the Create Record Screen.

TxHSN - Main

General (required questions are shown in red) - 9999_56231 - Care [Jump To...]

Birth date ℹ	05/12/1945
Age classification	Unknown
Ethnicity	Not Hispanic or Not Latino

Facility Information

Facility Name	R9999 - Facility - Test Hospital
* Medical Record Number or Patient ID	56231
Event ID		Event ID--Only required for web services
Principal diagnosis at discharge (ICD Code)	

Record Information

| * Preventable Adverse Event | Patient death or severe harm - irretrievable loss of irreplaceable biological specimen |
| What type of device issue or HIT issue contributed to the event? ℹ | |

PAE Data Entry: Delete Record

There may be a valid reason for requesting to delete an event record. To do so, select "Yes" for the question shown below which appears at the bottom of the General QP.

Record Deletion

* Do you want DSHS to delete this record?   No

* Indicates required field

Save   Cancel   Help

Complete all the questions that appear and remember to click Save.

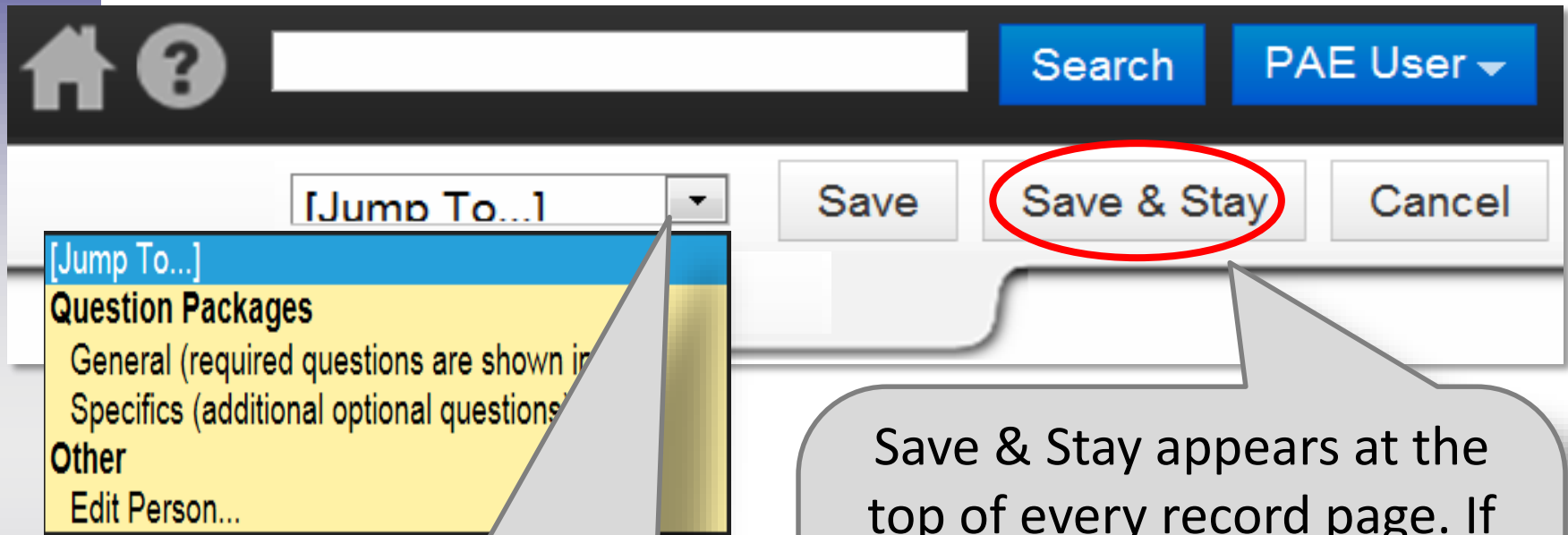| Do you want DSHS to delete this record? | Yes |
Are you sure you want DSHS to delete this record?	Yes
Why do you want DSHS to delete this record?	○ This PAE was already entered (duplicate) ○ This event does not meet PAE definitions ○ This PAE is not attributed to this facility ○ This was just for training purposes ○ Other
Name of person requesting deletion	Vickie Gillespie - Hosp2
Date of deletion request	10/17/2014

PAE Data Entry: Save/Jump

[Jump To...]

| [Jump To...] |
| Question Packages |
| General (required questions are shown in |
| Specifics (additional optional questions |
| Other |
| Edit Person... |

Search   PAE User ▼

Save   Save & Stay   Cancel

In the toolbar of the QP, you can use the [Jump To] box for quick access to a different QP or to the Edit Person function.

Save & Stay appears at the top of every record page. If you click this button, your work will be saved and you will stay on the current page. Save will save work and exit to Main page.

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PAE Data Entry: Event Time

Event time   07:00 PM

To enter the event time-- type in four digits. The colon will automatically appear after the first two digits.

Then type AM or PM.

For 1:00 to 9:59 you must type a zero first.
For example:
for 3:00 AM, type in 0300 AM
For 3:00 PM, type in 0300 PM

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PAE Data Entry: Blue Info Boxes

Blue info boxes can be found throughout the QPs. By hovering over the box you can read additional information.

General - S300000004_3782

Man

	Patient Information
* Gender ℹ	Male ▾
Birth date	Use the Persons tab on the dashboard to edit this field 3/22/1932
* Age classification	Older adult (75-84 years) ▾
Ethnicity	Unknown ▾

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PAE Data Entry: Close Record

How to search for and edit a PAE record in TxHSN

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Search for PAE Record

At anytime in TxHSN, you may review a PAE record that you previously entered (as long as it was not deleted by DSHS, nor is the event > 3 years old).

To find an existing PAE record, you will need to perform a search in the same way as you search for a facility record except you will select the PAE Category of interest (e.g. Care Management) instead of "Facility" under Record Type (we will review this later).

Note: You will not be able to view/search for HAI records in TxHSN.

Edit PAE Record

At some point after you enter a PAE record, you may need to edit or change the information you reported. To do this:

1) Open the record using the search function.

2) Then make necessary changes to the applicable question package

3) Click Save.

However, if you wish to change a patient's birthdate, gender, race or ethnicity you must do so using the Edit Person function.

Edit PAE record: Person Data

To edit a birthdate, gender, race or ethnicity, click on the Persons tab in the PAE record dashboard.

Record Data	Concerns	Persons

Persons

Name	Gender
› Deidentified Person	Male

Click here to Edit Person data

Edit Person

Basic Information	Address Information	Demographic History

Basic Information

Name:	Deidentified Person
Birth Date:	05/12/1945
Age:	69
Gender:	Male

Edit PAE Record

Edit Person - S300000004_888666 - Care M

Edit Person

Birth Date:	03/11/1994
Gender:	Female
Race:	White
Ethnicity:	Hispanic

Save   Cancel

The Edit Person screen will display. You can edit any of this information. Then click Save.

Addresses

Edit Address

| Start Date: | 10/21/2014 |
| End Date: | 01/01/2030 |

Save   Cancel   Help

You should disregard this Edit Address section.

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Edit PAE Record

TxHSN - Main

General (required questions are shown in red) - 9999_56231 - Car

Birth date	05/12/1945
Age classification	Unknown
Ethnicity	Not Hispanic or Not Latino

Facility

Facility Na R9999 - Facility - Tes

The Age Classification will auto-populate if you entered the Birth date in the Create Record Screen.

If you did not enter the Birth date in the Create Record Screen, this Age classification will autofill with Unknown.

If you did not enter the Birth date in the Create Record Screens, or if you Edited the Birth date after you created the record, you must use this drop down menu to choose the appropriate Age classification in the General QP.

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How to manage workflows

Workflows

To help PAE users identify data entry errors and to remind users to correct them, there are several task lists (referred to as workflows) that will show up on the TxHSN Main page.

This section will describe how to use these workflows to make data corrections.

Manage Workflows

Each workflow is a list of tasks to complete in order to be compliant with your PAE reporting.

A workflow is generated for records with missing required data (Incomplete) data logic errors or Incorrect harm (called Open Concerns).

After you log into TxHSN, this Main page will open and any workflows that you have will appear here. For this example, click on Cases with Open Concerns.

Manage Workflows

Manage Workflows

TxHSN - Main   Search   Bianca Someone - PAE

Record Summary - Dashboard

Basic Information	
Record ID:	300000094
Record Type:	Care Management Event
Person:	9999_33322221111 ( )
Investigation Status:	Active Record - Reported
Linked Records(s):	1 linked records(s)
Facility Links:	**The report date cannot occur before the date the event was discovered.**
	Record is in workflows [View List]
	Linked facilities:
	R9999 - Test Hospital - 1234 Main Street, Austin, TX 78756 [Open]

Edit Record Properties

> The Record Summary Dashboard for the record you chose will appear. Open concerns will display here.

> You can then open the General and/or Specifics QP and correct the error.

Record Data   Concerns   Pers

Question Packages

Question Package	Person	Last Update	Updated By	Status
❯ General (required questions are shown in red)	Record	01/22/2015	PAE User [paeuser]	Completed
Specifics (additional optional questions)	Record	01/21/2015	PAE User [paeuser]	Completed

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Manage Workflows

Any Open Concerns will display on the Record Summary Dashboard after you have entered data and saved your work.

You can fix errors right away or later. If you wait, the concern will display in the Workflow queue the next time you log in.

Manage Workflows

TxHSN - Main   Search   Vickie Gillespie - PAE ▼

Record Summary - Dashboard   [x]

Basic Information

Record ID:	300000094
Record Type:	Care Management Event
Person:	9999_33322221111 ( )
Investigation Status:	Active Record - Reported
Linked Records(s):	1 linked records(s)
Facility Links:	**The report date cannot occur before the date the event was discovered.** Record is in workflows [View List] Linked facilities: R9999 - Test Hospital - 1234 Main Street, Austin...

Edit Record Properties

Record Data | Concerns | Persons

Question Packages

Question Package	Person	Las...
➤ General (required questions are shown in red)	Record	01/...
Specifics (additional optional questions)	Record	01/2...

If you choose to correct an error now, go to the General and/or Specifics QP, edit the entry, then Save.

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Overview of TxHSN Reports

Reports

Before learning how to run your reports, we will briefly review the three reports you will have access to.

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 number of records that were exported from NHSN into TxHSN.

- Lists possible data errors:

  - Incomplete Record: Means that required data was missing from the record, the record is an outlier (extremely long/short duration), etc.

  - (PAE Only) Concerns: Data logic errors (e.g. DOB after event date)

  - (HAI Only) Infection occurred > 60 days from admission: This is just a data check to make sure there was not a date typo.

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Health Care Safety Reports

- Consumer Version: This report contains basic information for a layperson. **For NHSN tables**, this includes the:
  - # infections that actually occurred at your facility and the # of predicted infections based on the risk factors
  - explanation of facility comparison to the nation
  - number of HAIs that contributed to a patient's death

Health Care Safety Reports

- <u>Technical Version:</u> **For the NHSN tables** displayed in this report, there is additional statistical information targeted to healthcare providers and public health professionals. It includes the same information displayed in the Consumer version plus:

  - Denominator data

  - Standardized Infection Ratio

  - 95% Confidence Interval

Health Care Safety Reports

For PAE/TxHSN tables of Health Care Safety Reports

- Consumer Version: PAE types and categories are worded in a more general, easy-to-understand way for a general audience.

- Technical Version: Contains the same information as the Consumer version, except that the verbiage is more technical and written for the healthcare professional.

HAI/PAE Data Website

Texas Health Care-Safety (HAI/PAE) Reports by Healthcare Facility

Health Care-Associated Infections (HAI) Reports by Healthcare Facility

People can get infections from hospitals, surgery centers or other places that offer health care. This is a big public health problem. A recent survey showed that 722,000 infections (HAIs) occurred in 2011 in the United States. This means that about 4% of hospital patients ended up with at least one infection. All hospitals, clinics and other health care facilities know that stopping HAIs is vital. These HAIs are still a major cause of disease, loss of

ways to

centers

- Cer

HAI Home

PAE Home

Health Care Safety Data Home

Ann

Search for Facility Report

Facility Type   ⦿ Hospital   ○ Ambulatory Surgical Center   ○ Both

Facility Name [_____]   Help...Facility Name
⦿ Name contains this text   ○ Name begins with this text

City Name [_____]   Help...City Name
⦿ City contains this text   ○ City begins with this text

County [_____]   Help...County Name
⦿ County contains this text   ○ County begins with this text

Help...Multiple Criteria: Facility, City, County or Combination

[Search]

Search by Map

Once the Health Care Safety Reports are finalized and comments have been approved, they will be posted.

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How open Facility Record (required to view reports)

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Open Facility Record

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

The following section will describe how to open your Facility Record in TxHSN.

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Open Facility Record

TxHSN - Main   🏠 ❓ [ ] Search   Bianca Someone - HAI ▾

🔍 ◔ 📌

Recent Records

Record	Name	Record Type
No Recent		

More ...

Resources & Support
NHSN

- Log into NHSN with SAMS
- Log into NHSN with Digital Certificate
- NHSN website: www.cdc.gov/NHSN

HAI Resources

- Email: HAITexas@dshs.state.tx.us
- Website: www.HAITexas.org
- Phone: 512-776-7676
- Fax: 512-776-7616

PAE Resources

- Email: PAETexas@dshs.state.tx.us
- Website: www.PAETexas.org
- Phone: 512-776-7676
- Fax: 512-776-7616

Final Health Care Safety Reports can be viewed by the public at: Health Care Safety Reports Website

The first time you login to TxHSN, you will need to search for your facility record in order to open it. To do this, click on the magnifying glass here.

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Search for Facility Record

The Search Case pop-up window will appear.

Search for Facility Record

Click on the Search button at the bottom left of the pop-up window.

Search for Facility Record

Your facility record will show up in the Search Results table here.

Search for Facility Record

Double click anywhere in this row of the search results table to open your facility record.

Facility Record

Search   Bianca Someone - HAI ▾

Record Summary - Dashboard

Basic Information

Record ID:	R9999
Record Type:	Facility
Primary Organization:	Test Hospital Phone: (123) 456-7890
Investigation Status:	Active Record - Reported
Linked Records(s):	0 linked records(s)
Facility Links:	**Consumer Health Care Safety Report** **Technical Health Care Safety Report** **Internal Data Review Report**

Edit Record Properties

Record Da...

Question Pack...

Question Packa...
> Facility Inform...
View/Update Tx...

Here is a screenshot of your facility record. This page is often referred to as your Facility Dashboard or Record Dashboard.

Report No PAE Events (PAE Users Only)	Record	01/08/2015	Jennifer Vinyard [jvinyard]	Completed
Submit comment on PAE data (PAE Users Only)	Record	11/25/2014	System Account [system]	Completed
Submit comment on NHSN/HAI data (HAI Users Only)	Record	01/14/2015	Bianca Someone - HAI [bsome1]	Completed
View status of Webservice data uploads (PAE Users Only)	Record	11/25/2014	System Account [system]	Completed

View Question Package

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Facility Record

Facility Record

Facility Record

TxHSN - Main   🏠 ❓ [_____] [Search] [Bianca Someone - HAI ▾]

🔍 ◑ 📌

Record Summary - Dashboard ☒

Basic Information

Record ID:	R9999
Record Type:	Facility
Primary Organization:	Test Hospital Phone: (123) 456-7890
Investigation Status:	Active Record - Reported
Linked Records(s):	0 linked records(s)
Facility Links:	**Consumer Health Care Safety Report** **Technical Health Care Safety Report**

Edit Record Properti

> When you are finished with your Facility Record, you may close your record and return to the TxHSN – Main page by clicking the "x" here.

Record Data

Question Packages

Question Package	Organization	Last Update	Updated By	Status
❯ Facility Information	Record	01/14/2015	Jennifer Vinyard [jvinyard]	Completed
View/Update TxHSN Contacts	Record	01/14/2015	Bianca Someone - HAI [bsome1]	Completed
Report No PAE Events (PAE Users Only)	Record	01/08/2015	Jennifer Vinyard [jvinyard]	Completed
Submit comment on PAE data (PAE Users Only)	Record	11/25/2014	System Account [system]	Completed
Submit comment on NHSN/HAI data (HAI Users Only)	Record	01/14/2015	Bianca Someone - HAI [bsome1]	Completed
View status of Webservice data uploads (PAE Users Only)	Record	11/25/2014	System Account [system]	Completed

View Question Package

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Department of State Health Services

Facility Record

TxHSN - Main

🏠 ❓ [   ] Search   Bianca Someone - HAI ▾

🔍 ◔ 📌

Record Summary - Dashboard   ☒

Basic Information

Record ID:	R9999
Record Type:	Facility
Primary Organization:	Test Hospital Phone: (123) 456-7890
Investigation Status:	Active Record - Reported
Linked Records(s):	0 linked records(s)
Facility Links:	**Consumer Health Care Safety Report**
	Technical Health Care Safety Report

Edit Record Properti...

You may also close your Facility Record by using this dropdown arrow at the very top right-hand corner of your screen.

Record Data

Question Packages

Question Package	Organization	Last Update	Updated By	Status
▶ Facility Information	Record	01/14/2015	Jennifer Vinyard [jvinyard]	Completed
View/Update TxHSN Contacts	Record	01/14/2015	Bianca Someone - HAI [bsome1]	Completed
Report No PAE Events (PAE Users Only)	Record	01/08/2015	Jennifer Vinyard [jvinyard]	Completed
Submit comment on PAE data (PAE Users Only)	Record	11/25/2014	System Account [system]	Completed
Submit comment on NHSN/HAI data (HAI Users Only)	Record	01/14/2015	Bianca Someone - HAI [bsome1]	Completed
View status of Webservice data uploads (PAE Users Only)	Record	11/25/2014	System Account [system]	Completed

View Question Package

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Facility Record

To close the record, select Close Record. Doing this will take you back to the TxHSN – Main page.

Facility Record

Search   Bianca Someone - HAI ▾

Recent Records

Record ID	Name	Record Type
R9999	Test Hospital	Facility
		More ...

Resources & Support

NHSN

- Log into NHSN with SAMS
- Log into NHSN with Digital Certificate
- NHSN website: www.cdc.gov/NHSN

HAI Resources

After you have opened your Facility Record, it will show up in the Recent Records table 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.

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Run/Preview TxHSN Reports

You will receive email notifications letting you know when reports are ready to be run/previewed in TxHSN.

Internal Data Review Reports can be run quarterly, and Health Care Safety Reports can be run for each half year according to the Texas Reporting Time Line (shown previously).

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Run/Preview TxHSN Reports

Search | Bianca Someone - HAI ▾

Recent Records

Record ID	Name	Record Type
R9999	Test Hospital	Facility
		More ...

Resources & Support

NHSN

- Log into NHSN with SAMS
- Log into NHSN with Digital Certificate
- NHSN website: www.cdc.gov/NHSN

HAI Resources

- Email: HAITexas@dshs.state.tx.us
- Website: www.HAITexas.org

After you log in, open your Facility Record (either using the Search functionality or the Recent Records link shown here).

y the public at: Health Care Safety Reports Website

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Run/Preview TxHSN Reports

Search   Bianca Someone - HAI ▾

Record Summary - Dashboard

Basic Information

Record ID:	R9999
Record Type:	Facility
Primary Organization:	Test Hospital Phone: (123) 456-7890
Investigation Status:	Active Record - Reported
Linked Records(s):	0 linked records(s)
Facility Links:	**Consumer Health Care Safety Report** **Technical Health Care Safety Report** **Internal Data Review Report**

Edit Record Properties

Record Data | Organizations

The Facility Record Dashboard will display

Question Packages

Question Package				
> Facility Information				
View/Update TxHSN Contacts	Record	01/14/2015	Bianca Someone – HAI [bsomeo]	Completed
Report No PAE Events (PAE Users Only)	Record	01/08/2015	Jennifer Vinyard [jvinyard]	Completed
Submit comment on PAE data (PAE Users Only)	Record	11/25/2014	System Account [system]	Completed
Submit comment on NHSN/HAI data (HAI Users Only)	Record	01/07/2015	System Account [system]	Completed
View status of Webservice data uploads (PAE Users Only)	Record	11/25/2014	System Account [system]	Completed

View Question Package

TEXAS
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Run/Preview TxHSN Reports

TxHSN - Main

Record Summary - Dashboard

Basic Information

Record ID:	R9999
Record Type:	Facility
Primary Organization:	Test ... Phone: (123) 456-7890
Investigation Status:	...ive Record - Reported
Linked Records(s):	0 linked records(s)

Facility Links:
Consumer Health Care Safety Report
Technical Health Care Safety Repo...
Internal Data Review Report

Record Data   Organizations

Question Packages
Question Package
> Facility Information
View/Update TxHSN Contacts
Report No PAE Events (PAE Users Only)
Submit comment on PAE data (PAE Users Only)
Submit comment on NHSN/HAI data (HAI Users Only)
View status of Webservice data uploads (PAE Users Only)

View Question Package

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

In this example, we will run the Consumer Health Care Safety Report. Click on the link here.

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Run/Preview TxHSN Reports

Search Bianca Someone - HAI ▾

TxHSN Reporting

TxHSN Reporting

Category: Custom Facility Reports ▾

Select Report: Consumer Health Care Safety Report ▾

Description: A report with SIR data summaries per facility.

Run Report Export Results Dashboard Help

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

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Run/Preview TxHSN Reports

TxHSN - Main

Search   Bianca Someone - HAI ▾

TxHSN Reporting

TxHSN Reporting

Category: Custom Facility Reports ▾

Select Report: Consumer Health Care Safety Report ▾

Description: A report with SIR data summaries per facility.

Run Report   Export Results   Dashboard   Help

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

How to submit comments on your data reports

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Submitting Comments

Facilities are allowed to submit a comment (up to 1250 characters long) that will be posted on their Health Care Safety reports. This comment will be visible to the public and therefore, should be written so that a layperson may understand it.

The following slides describe how to submit an HAI comment on your data reports. **The same process is used to comment on PAE data using the "Submit Comment on PAE data" QP.**

Submit Comments

After you log in, open your Facility Record (either using the Search functionality or the Recent Records link shown here).

Submitting Comments

TxHSN - Main — Search — Bianca Someone - HAI

Record Summary - Dashboard

Basic Information

Record ID:	R9999
Record Type:	Facility
Primary Organization:	Test Hospital Phone: (123) 456-7890
Investigation Status:	Active Record - Reported
Linked Records(s):	0 linked records(s)
Facility Links:	**Consumer Health Care Safety Report**
	Technical Health Care Safety Report
	Internal Data Review Report

Edit Record Properties

Record Data   Organizations

Question Packages

Question Package
❯ Facility Information
View/Update TxHSN Contacts
Report No PAE Events (PAE Users Only)
Submit comment on PAE data (PAE Users Only)
Submit comment on NHSN/HAI data (HAI Users Only)
View status of Webservice data uploads (PAE Users Only)

View Question Package

From the Facility Dashboard, double click on the Question Package called "Submit comment on NHSN/HAI data (HAI Users Only)" shown here.

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Submitting Comments

Enter your comment here. Comments must be less than 1250 characters long.

And remember to write your comment so that the general public may understand it.

Submitting Comments

- Examples of Comments:
  - Information about Infection Prevention/Patient Safety measures taken at your facility to prevent future HAIs/PAEs.
  - Corrections to data that could not be made prior to the data correction deadline.

- Comments will not be approved if they:
  - Contain inappropriate language
  - Refer to another healthcare facility
  - Refer to data from a different reporting time period (other than the current)
  - Are submitted after the comment deadline

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Submitting Comments

Search   Bianca Someone - HAI ▾

Submit comment on NHSN/HAI data (HAI Users Only) - Test Hospital [Jump To...] ▾   Save   Save & Stay   Cancel

⊕ **Expand Details**

Reporting Time Period: 2014, January - June [Final]

Your facility's Health Care Safety Reports (both Consumer and Technical versions) are now available for preview. Comments on your facility's reports may be entered in the field below. Please review your comment carefully before submitting to DSHS for approval, as comments cannot be edited after submitting. Approved comments will be included on the final Health Care Safety Reports for public viewing on the DSHS website. Refer to www.HAITexas.org for further information.

Comments must be submitted by 10/30/2014 to be eligible for DSHS review and approval.

Enter comments regarding your facility's Health Care Safety Report here:

For example, you may submit a comment describing general prevention measures that have been implemented at your facility to reduce HAI risks for your patients. Comments must not be longer than 1250 characters.

NOTE: Comments are intended for public viewing. They will appear on the final public Health Care Safety Reports posted on the DSHS Data Website.

Here is my super sassy comment.

Comment was entered on: 01/14/2015

Submit comment to DSHS for review?   No ▾

Reminder: Unsubmitted comments will not be eligible for DSHS review and will not appear on the final Public Health Care Safety Report.

Save   Cancel   Help

After entering comment, the current date will be displayed and a Reminder message will show in red to remind you to submit your comment.

Submitting Comments

Search | Bianca Someone - HAI ▾

Submit comment on NHSN/HAI data (HAI Users Only) - Test Hospital [Jump To...] ▾ | Save | Save & Stay | Cancel

⊕ **Expand Details**

Reporting Time Period: 2014, January - June [Final]

Your facility's Health Care Safety Reports (both Consumer and Technical versions) are now available for preview. Comments on your facility's reports may be entered in the field below. Please review your comment carefully before submitting to DSHS for approval, as comments cannot be edited after submitting. Approved comments will be included on the final Health Care Safety Reports for public viewing on the DSHS website. Refer to www.HAITexas.org for further information.

Comments must be submitted by 10/30/2014 to be eligible for DSHS review and approval.

Enter comments regarding your facility's Health Care Safety Report here:

For example, you may submit a comment describing general prevention measures that have been implemented at your facility to reduce HAI risks for your patients. Comments must not be longer than 1250 characters.

NOTE: Comments are intended for public viewing. They will appear on the final public Health Care Safety Reports posted on the DSHS Data Website.

Here is my super sassy comment.

Comment was entered on: 01/14/2015

Submit comment to DSHS for review? No ▾
Yes
No

Reminder: Unsubmitted comments will not be eligible for DSHS review and will ... *ar on th...* ... *Public Health Care Safety Report.*

Save | Cancel | Help

When you are ready to submit your comment for approval, Go to "Submit comment to DSHS for review?" and select Yes in the dropdown box shown here.

Submitting Comments

Submit comment

Bianca Someone - HAI

& Stay | Cancel

Your facility's
Please review yo

Enter comment

For example, you
implemented at y
1250 characters.

NOTE: Comments are intended for public vie
final public Health Care Safety Reports posted on t

d in the field below.
the final Health Care

Your name will display under "Comment submitted by:" and a message in green will display indicating that your comment has been submitted. You may log back in to check the status of your comment at any time after it is submitted.

Comment was entered on: 01/14/2015

Submit comment to DSHS for review? Yes

Comment submitted by: Bianca Someone - HAI

Thank you for submitting your comment. Your comment will be reviewed by DSHS no later than 11/15/2014. Please log back in to check the status of your comment.

Save | Cancel | Help

Be sure to click **SAVE**.

If you do not, your comment will not be saved nor will it be submitted for review.

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Submitting Comments

Once you have submitted your comment for review, DSHS will review your comment. Log back in after a day or two to see if your comment has been approved or not. If approved, it will be displayed on both versions of your public Health Care Safety Reports.

If not approved, and the comment deadline has not passed, you may submit a final comment for review.

Submitting Comments

Search Bianca Someone - HAI ▾

Submit comm Cancel

Your facilit below.
Please re Health

Enter com

For example
implemente
than 1250 c

NOTE: Com
final public

After you submit your comment for review, DSHS will review it and then approve or disapprove your comment. Log back in to find out whether your comment was or was not approved. If it was not approved, a reason will be provided in the dropdown box shown below. Please contact us at HAITexas@dshs.state.tx.us if you have any questions.

Comment was

Submit comment to DSHS for review? Yes ▾

Comment submitted by: Bianca Some

NOTICE: The above comment was not approved for the following reason: Inappropriate language ▾

DSHS reviewed this comment on: 01/14/2015

You may enter a *final* comment regarding your facility's Health Care Safety Report here:

For example, you may submit a comment describing general prevention measures that have been implemented at your facility to reduce HAI risks for your patients. Comment must not be longer than 1250 characters.

NOTE: Comments are intended for public viewing. They will appear on the final public Health Care Safety Report posted on the DSHS HAI Data Website.

Submit *final* comment to DSHS for review? No ▾

Save   Cancel   Help

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Submitting Comments

Search Bianca Someone - HAI ▾

Submit comment on NHSN/HAI data (HAI Users Only) - Test Hospit [Jump To...] ▾ Save Save & Stay Cancel

Expand Details

Your facility's Health ... be entered in the field below.
Please review you ... e included on the final Health

Enter comments r...

For example, you m...
implemented at your...
than 1250 character...

NOTE: Comments ...
final public Health...

Comment was entere...

Submit comment to DSHS for review?

Comment submitted by:

NOTICE: The above comment was not approved for the following reason: ...anguage ▾

DSHS reviewed this comment on: 0... 2015

You may enter a *final* comment regarding your facility's Health Care Safety Report here:

For example, you may submit a comment describing general prevention measures that have been
implemented at your facility to reduce HAI risks for your patients. Comment must not be longer
than 1250 characters.

NOTE: Comments are intended for public viewing. They will appear on the
final public Health Care Safety Report posted on the DSHS HAI Data Website.

Submit *final* comment to DSHS for review? No ▾

Save Cancel Help

> If your comment was not approved and it is not past the comment deadline, you may submit a second comment for approval in the space provided.

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Submitting Comments

Search   Bianca Someone - HAI ▾

Submit comment on NHSN/HAI data (HAI Users Only) - Test Hosp   ncel

Please review your comment carefully before submitting to DSHS for approval, as comm...
Care Safety Reports for public viewing on the DSHS ...

Comments must be submitted by 10/30/201...

Enter comments regarding your facility's Health Care Safety Report here:

For example, you may submit a comment describing general prevention measures that ha...
implemented at your facility to reduce HAI risks for your patients. Comments must not be lo...
than 1250 characters.

NOTE: Comments are intended for public viewing. They will appear on the
final public Health Care Safety Reports posted on the DSHS Data Website.

Bianc...

Inapp...

01/14...

t here: Last c...   omment. Hope this one is approved.

ve been
nger

final publi...   y Report posted on the DSHS HAI Data Website.

Final co...   ntered on: 01/14/2015

Subm...   r comment to DSHS for review?   No ▾

Reminder: Unsubmitted comments will not be eligible for DSHS review and will not appea...   final Public Health Care Safety Report.

Yes
No

Save   Cancel   Help

Once your final comment is entered, don't forget to submit it for review by selecting "Yes" in the "Submit final comment to DSHS for review?" dropdown box.

Be sure to save the record after submitting your final comment. Otherwise, your final comment will not be saved and will not be submitted for review.

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Submitting Comments

Search | Bianca Someone - HAI

Submit comment on NHSN/HAI data (HAI Users Only) - Test Hospit [Jump To...] | Save | Save & Stay | Cancel

Enter comments regarding your facility's Health Care Safety Report here:

Here is my super sassy commer...

Expand Details

For example, you may submit a comment describing general prevention measures that have been implemented at yo... than 1250 chara...

NOTE: Comm... final public...

Comment was...

Submit comm...

Comment sub...

NOTICE: The...

DSHS reviewe...

You may ent...

You may log back into your Facility record to see if your final comment was approved.

If your comment was approved, it will be displayed on both versions of your Health Care Safety Reports that are published to the public website.

For example, implemented than 1250 ch...

NOTE: Comm... final public...

Final comment...

Submit *final* c...

Final comment sub...

Thank you for submitting your final comment. Please log back in to check the status of your comment before the deadline.

DSHS reviewed final comment on: | 01/14/2015

Your final comment was approved and will be included on your facility's Public Health Care Safety Reports. Visit www.HAITexas.org for more information. Thank you!

Save | Cancel | Help

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Additional Resources

TEXAS
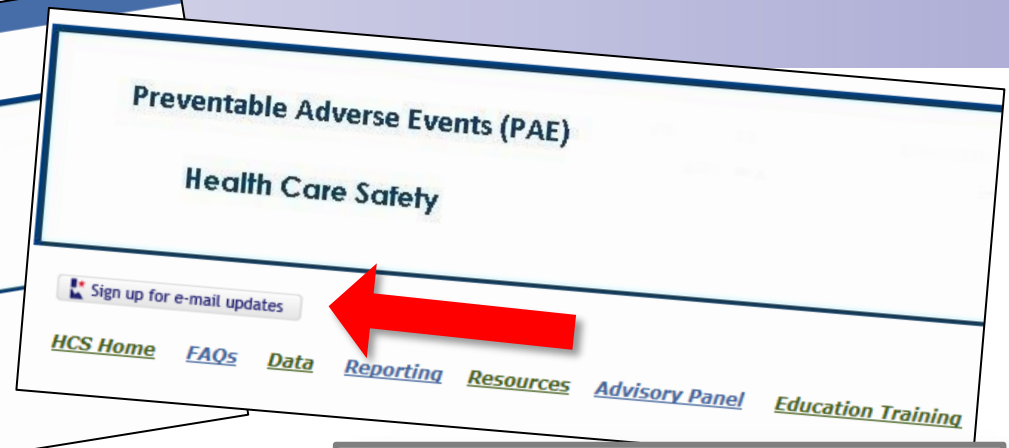Department of State Health Services

Additional Resources

This training and more information about reporting can be found at www.PAETexas.org and www.HAITexas.org.

www.HAITexas.org or www.PAETexas.org

Be sure to sign up for email updates! Whenever something new is added to the website, you will get a notification email!

- Frequently Asked Questions (FAQs)
- Link to Public Reports Data
- Reporting updates
- Resources
- Advisory Panel
- Annual Report
- Education/Training

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Additional TxHSN Functions

Additional training can be found in "TxHSN PAE Users Training 2" which is posted at on the Resources page at www.paetexas.org

- For Both HAI and PAE Users:
  - How to reset your password
  - How to update your designated contacts

- For PAE Users:
  - How to report No PAEs
  - How to complete the Annual Survey

Contact Information

Help Desk Email

PAETexas@dshs.state.tx.us

HAITexas@dshs.state.tx.us

512-776-7676

Fax 512-776-7616

Emily Engelhardt, TxHSN Administrator

Nesreen Gusbi, TxHSN Administrator

THE HELP DESK EMAIL is the FIRST and BEST PLACE TO CONTACT FOR QUESTIONS or ASSISTANCE.

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Thank you for your time!

For questions about reporting, please email
PAETexas@dshs.state.tx.us or
HAITexas@dshs.state.tx.us or call
512.776.7676.