Introduction to TxHSN: PAE/HAI Users Guide

Questions?
Call 512.776.7676
Email PAETexas@dshs.state.tx.us or HAITexas@dshs.state.tx.us
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.HAILTexas.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
Health Care Safety Reporting Overview
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/](http://txhsn.dshs.texas.gov/hai/)
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.
It is important to point out that the HAI data and the PAE data are entered into TxHSN in different ways. First we will show how HAI data are entered into TxHSN.
HAI Reporting Overview

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.
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.
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://txhshn.dshs.texas.gov/hai/

Alerts regarding data & reports

View reports & make comments
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
# TxHSN Reporting Schedule

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

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
How to navigate in TxHSN
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.
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.
This is where any workflows will display. Workflows will be discussed in more detail later in this presentation.
This is where any recently opened records will display. This may be a PAE event, an annual survey or your Facility Record.

There is additional training on your facility record in TXHSN Users Training # 2 which is posted on the Resources page at [www.paetexas.org](http://www.paetexas.org).
These Navigation icons appear at the top of TxHSN pages.

*Only facilities not reporting in Patient Safety Component of NHSN
TxHSN-Main Navigation

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
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”.
How to enter PAE data or delete PAE Record
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.”
To enter a PAE, click on Create Record Icon on the TxHSN Main Page shown here.
PAE Data Entry

This Create Record screen will open. Click on the appropriate Record Type (PAE Category) from the drop down menu.
In the field for “Preventable Adverse Event” click on the applicable PAE from the drop down menu.
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 “Patient death or severe harm”, 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.
The “Affected Person Information” section is optional.

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

The Specifics QP has additional optional questions.
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.
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.

Event ID--Only required for web services

* 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?
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.

Complete all the questions that appear and remember to click Save.
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.
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
Blue info boxes can be found throughout the QPs. By hovering over the box you can read additional information.
When you have finished entering PAE data, close the record by clicking on this “X”.
How to search for and edit a PAE record in TxHSN
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.
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.

Click here to Edit Person data

Basic Information
- Name: Deidentified Person
- Birth Date: 05/12/1945
- Age: 69
- Gender: Male
The Edit Person screen will display. You can edit any of this information. Then click Save.

You should disregard this Edit Address section.
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.

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.
How to manage 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.
The Workflow Details screen will display. Click on the record ID (link) you wish to correct.
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.
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.
If you choose to correct an error now, go to the General and/or Specifics QP, edit the entry, then Save.
Overview of TxHSN Reports
Before learning how to run your reports, we will briefly review the three reports you will have access to.
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
• 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.
• **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
• **Technical Version:** *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.
Once the Health Care Safety Reports are finalized and comments have been approved, they will be posted.
How open Facility Record (required to view reports)
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.
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.
The Search Case pop-up window will appear.
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.
Here is a screenshot of your facility record. This page is often referred to as your Facility Dashboard or Record Dashboard.
From here, you can click on the Facility Links to run/preview your facility’s data reports.
Here is where the different Question Packages are listed. These question packages will allow you to view your facility information, view and update your TxHSN Contacts/User Accounts and submit comments about your data.
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.
You may also close your Facility Record by using this dropdown arrow at the very top right-hand corner of your screen.
To close the record, select Close Record. Doing this will take you back to the TxHSN – Main page.
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.
How to run/view your facility reports
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).
After you log in, open your Facility Record (either using the Search functionality or the Recent Records link shown here).
The Facility Record Dashboard will display...
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.
To view the report you can click Run Report. This will open an HTML version of the report in your internet browser window.
You can also Export Results. This will allow you to open and/or save the report in Excel format.
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
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.
After you log in, open your Facility Record (either using the Search functionality or the Recent Records link shown here).
Submitting Comments

From the Facility Dashboard, double click on the Question Package called “Submit comment on NHSN/HAI data (HAI Users Only)” shown here.
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
After entering comment, the current date will be displayed and a Reminder message will show in red to remind you to submit your comment.
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

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.

Be sure to click SAVE. If you do not, your comment will not be saved nor will it be submitted for review.
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.
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.
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.
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.
Submitting Comments

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.
Additional Resources
This training and more information about reporting can be found at [www.PAETexas.org](http://www.PAETexas.org) and [www.HAItexas.org](http://www.HAItexas.org).
Be sure to sign up for email updates! Whenever something new is added to the website, you will get a notification email!
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
*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
For questions about reporting, please email PAETexas@dshs.state.tx.us or HAITexas@dshs.state.tx.us or call 512.776.7676.