TxHSN
PAE Users
Training 3
Questions?
Email PAETexas@dshs.state.tx.us
Training 3 for PAE users is estimated to take 50 minutes, depending on your familiarity with the PAE reporting system.

Objectives for this training:

1. Review TxHSN Tips
2. Learn how to print an event record
3. Review TxHSN Healthcare Safety Reports
4. Learn to submit comments on your Health Care Safety Reports
5. Review updated PAE documents and resources
This message will appear when you attempt to log in and the TxHSN site is down.
Report Button Not Working

Don’t use the Pie chart icon to access reports.
Be sure to close your record in the drop down menu under your name in the upper right corner or by clicking the blue X on the dashboard. If you don’t, you will be locked out of your record for ~ 15 min.
You will not see any recent records in this box until you have searched and opened a record.

This box also may not look the same to both PAE contacts. It depends on what records each has searched for and opened.
How to print an event record
Printing a PAE Event Record

Click on the record ID of the record you want to print.
Printing a PAE Event Record

Click on the Printer ICON.

- Record ID: 300000251
- Record Type: PAE - Care Management
- Person: 9999_35641 ( )
- Investigation Status: Active Record - Reported
- Linked Records(s): 1 linked record(s)
- Facility Links: Record is in workflows [View List] Linked cases: R0099 - Test Hospital - 1234 Main Street
Print Documents Page

Click on the document you want to print.

Or Click on Open
## Record Information
- **Record ID:** 300000162
- **Record Type:** PAE - Care Management Event - Audit
- **Investigation Status:** Active Record - Reported
- **Name:** 16565_gu7r67n

## Additional Demographics
- **Race:**
- **Ethnicity:**

## Linked Records
<table>
<thead>
<tr>
<th>Record ID</th>
<th>Person</th>
<th>Status</th>
<th>Create Date</th>
<th>Record Type</th>
<th>Security ID</th>
<th>PAE</th>
<th>Link Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>N16565R858523</td>
<td>HEART HEALTH OF AMERICA</td>
<td>Data Collection Pending</td>
<td>07/09/2015</td>
<td>Facility</td>
<td>16565</td>
<td></td>
<td>Related Case PAE for this Facility</td>
</tr>
</tbody>
</table>

## General (required questions are shown in red)
- **Age classification:** Unknown
- **Facility Name:** N16565R850523 - Facility - HEART HEALTH OF AMERICA
- **Facility Security ID:** 16565
- **NHSN Facility ID (optional):** 16565
- **Facility Category:** Hospital
- **Medical Record Number or Patient ID:** gu7r67n
- **Preventable Adverse Event:** Patient death or severe harm - fall resulting in crushing injury
- **Date Event Occurred (or Discovered if occurrence is unknown):** 09/07/2015
- **Report Date:** 09/09/2015
- **What is being reported?:** Incident
- **Where did the event occur?:** Inpatient general care area (e.g. medical / surgical unit)
- **Was any intervention attempted in order to "rescue" the patient (i.e. to prevent, to minimize, or to reverse harm)?** Yes
- **After any intervention to reduce harm, what was the degree of residual harm to the patient from the incident (and subsequent intervention)?** Death: Dead at time of assessment.
- **Do you want DSHS to delete this record?** No
Printed EventRecord.jsp

<table>
<thead>
<tr>
<th>Record Information</th>
<th>Page 1 of 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print Date: 09/14/2015</td>
<td>Username: Vickie Gillespie52 [vgillespie52]</td>
</tr>
<tr>
<td>Record ID</td>
<td>3000000092</td>
</tr>
<tr>
<td>Record Type: PAE - Care Management Event</td>
<td></td>
</tr>
<tr>
<td>Investigation Status: Active Record - Reported</td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>99999_631368954678</td>
</tr>
<tr>
<td>Birth Date</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Home Phone</td>
<td></td>
</tr>
<tr>
<td>Work Phone</td>
<td></td>
</tr>
<tr>
<td>Mobile Phone</td>
<td></td>
</tr>
</tbody>
</table>

| Additional Demographics                                 |             |
| Race                                                    |             |
| Ethnicity                                               |             |

| General (required questions are shown in red)           |             |
| Age classification                                     | Unknown     |
| Facility Name                                           | R9999 - Facility - Test Hospital                      |
| Medical Record Number or Patient ID                    | 631368954678 |
| Preventable Adverse Event                              | Patient death or severe harm - fall resulting in burn |
| What type of device issue or HIT issue contributed to the event? | Use error |
| Date Event Occurred (or Discovered if occurrence is unknown) | 01/12/2015 |
| Report date                                             | 01/14/2015  |
| What is being reported?                                | Incident    |
| Do you want DSHS to delete this record?                | No          |
# Print Documents Page

**Print Documents - 9999_35641 - PAE - Care Management Event**

<table>
<thead>
<tr>
<th>Document</th>
<th>Description</th>
<th>Person</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>EventPrint.jsp</td>
<td>Event Print</td>
<td>9999_35641</td>
<td>Open</td>
</tr>
<tr>
<td>Event_Print.xsl</td>
<td>Event Print</td>
<td>9999_35641</td>
<td>Open</td>
</tr>
</tbody>
</table>

- Click on the document you want to print.
- Or Click on Open
Summary:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name</td>
<td>9999_35641</td>
</tr>
<tr>
<td>Gender</td>
<td></td>
</tr>
<tr>
<td>Person ID</td>
<td>PEPERDVLXCB</td>
</tr>
<tr>
<td>Maven Event ID</td>
<td>300000251</td>
</tr>
<tr>
<td>Event Date</td>
<td>08/07/2015</td>
</tr>
<tr>
<td>Disease</td>
<td>PAE - Care Management Event</td>
</tr>
</tbody>
</table>

Investigation Status: Data Collection Pending

Created by/Date: vgillespie52, 08/12/2015

Concerns

Lab Results

Administrative Report Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Age classification</td>
<td>Unknown</td>
</tr>
<tr>
<td>Facility Name</td>
<td>R9999 - Facility - Test Hospital</td>
</tr>
<tr>
<td>Medical Record Number or Patient ID</td>
<td>35641</td>
</tr>
<tr>
<td>Preventable Adverse Event</td>
<td>Patient death or severe harm - blood/blood products</td>
</tr>
<tr>
<td>Date Event Occurred (or Discovered if occurrence is unknown)</td>
<td>08/07/2015</td>
</tr>
</tbody>
</table>
Disease Report Printout

Print Date: 09/14/2015

Summary:

<table>
<thead>
<tr>
<th>Last Name</th>
<th>9999_631368954678</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gender</td>
<td></td>
</tr>
<tr>
<td>Person ID</td>
<td>PEQEPQDVBKD</td>
</tr>
<tr>
<td>Maven Event ID</td>
<td>300000092</td>
</tr>
<tr>
<td>Event Date</td>
<td>01/12/2015</td>
</tr>
<tr>
<td>Disease</td>
<td>PAE - Care Management Event</td>
</tr>
<tr>
<td>Created by/Date</td>
<td>PAEuser, 01/14/2015</td>
</tr>
</tbody>
</table>

Concerns

Lab Results

Administrative Report Information

- Age classification: Unknown
- Facility Name: R9999 - Facility - Test Hospital
- Medical Record Number or Patient ID: 631368954678
- Preventable Adverse Event: Patient death or severe harm - fall resulting in burn
- What type of device issue or HIT issue contributed to the event?: Use error
- Date Event Occurred (or Discovered if occurrence is unknown): 01/12/2015
- Report date: 01/14/2015
- What is being reported?: Incident
- Do you want DSHS to delete this record?: No
Overview of 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 Reports can be run quarterly.
• You will receive email notifications letting you know when reports are ready to be run/previewed in TxHSN.
• Emails are sent ~June 15, Sept 15, Dec 15, and Mar 15 to inform you that you are able to view quarterly Internal Data Review Reports (IDRR). You should then make corrections in TxHSN if needed.
• September 30 and March 31 are your absolute DEADLINES for making edits, additions, request deletions or reporting NO PAEs.
Example of IDRR

### List of NHSN Record Errors

<table>
<thead>
<tr>
<th>NHSN Procedure/Event #</th>
<th>Year/Month</th>
<th>Unit Name</th>
<th>Event Type</th>
<th>Procedure Type</th>
<th>Error Type</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Number of PAE Events Reported in TxHSN</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PAE Event ID #</td>
<td>Medical Record # or Patient ID</td>
<td>PAE Event Type</td>
<td>Date of Event</td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------------</td>
<td>--------------------------------</td>
<td>----------------</td>
<td>---------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>300000123</td>
<td>881122</td>
<td>Patient death or severe harm associated with unsafe administration of blood products.</td>
<td>2/4/2015</td>
<td></td>
<td></td>
</tr>
<tr>
<td>300000190</td>
<td>64551</td>
<td>Death or severe harm associated with a fall in a health care facility resulting in a fracture</td>
<td>5/7/2015</td>
<td></td>
<td></td>
</tr>
<tr>
<td>300000220</td>
<td>00112255</td>
<td>Perinatal death or severe harm (maternal or neonate) associated with labor or delivery in a low-risk pregnancy while being cared for in a health care facility.</td>
<td>4/1/2015</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>PAE - Environmental Event</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>300000241</td>
<td>55443322</td>
<td>Patient death or severe harm associated with a burn incurred from any source in the course of a patient care process in a health care facility.</td>
<td>4/20/2015</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>PAE - Surgical or Invasive Procedure Event</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>300000200</td>
<td>545454</td>
<td>Post-operative death of an ASA Class 1 Patient.</td>
<td>5/7/2015</td>
<td></td>
<td></td>
</tr>
<tr>
<td>300000191</td>
<td>55464</td>
<td>Post-operative death of an ASA Class 1 Patient.</td>
<td>5/4/2015</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>List of PAE Record Errors in TxHSN</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PAE Event ID #</td>
<td>PAE Event Type</td>
<td>Date of Event</td>
<td>Error Type</td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------------</td>
<td>----------------</td>
<td>---------------</td>
<td>------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>300000200</td>
<td>Post-operative death of an ASA Class 1 Patient.</td>
<td>5/7/2015</td>
<td>Concerns. Please click on Event ID to correct any concerns listed in red</td>
<td></td>
<td></td>
</tr>
<tr>
<td>300000190</td>
<td>Death or severe harm associated with a fall in a health care facility resulting in a fracture.</td>
<td>5/7/2015</td>
<td>Concerns. Please click on Event ID to correct any concerns listed in red</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* This alert is intended to be a check-point and does not indicate non-compliance.
- This information is not available for this type of error.

PLEASE CORRECT ANY DATA ERRORS BY 09/30/15
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.

These statements will appear at the top of your IDRR if there is no annual survey found in TxHSN and/or if there are no reported any PAEs AND you have not confirmed that you have No PAEs to report.
Health Care Safety Reports

- These are both published on the DSHS website for the public.

- **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.
Health Care Safety Reports

- Health Care Safety Reports can be run for each half year (January – June and July – December)
- You will receive email notifications letting you know when you can run / preview these in TxHSN.
- On ~ October 15 you will receive an email saying that you can now make comments that will appear on the public reports.
- You will have until October 30 to make your comments.
## 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></td>
<td></td>
<td></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><strong>☆ Last day to verify no PAEs to report for half year</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DSHS takes final data snapshot</td>
<td>1-July</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>
How to run/view your facility reports
To access your reports, log in and open your Facility Record (either using the Search functionality or the Recent Records link shown here).

Don’t use the pie chart icon to access your reports. It is currently causing an application error.
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.
When prompted, just choose to open or save file. Then, click OK.
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.
HEART HEALTH OF AMERICA
123 MAIN
TX 78503

# of Hospital Beds: 60
# Patient Admissions per year: 2702
# Patient-Days per year: 12507

Facility-Specific Health Care Safety Report - Consumer Version

Reported by the Texas Department of State Health Services
Time Period: January - June 2015
Report current as of: 09/01/2015 09:31 AM

Data shown in this report came from two different sources: the National Healthcare Safety Network (NHSN) was the source for CLABSI, CAUTI and SSI tables and the Texas Health Care Safety Network (TxHSN) was the source for the PAE table.

<table>
<thead>
<tr>
<th>Preventable Adverse Events (PAEs)</th>
<th>Total Number</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type of Event</strong></td>
<td><strong>Total Number</strong></td>
</tr>
<tr>
<td>Events related to patient care</td>
<td></td>
</tr>
<tr>
<td>Patient death or severe harm associated with a fall in a health care facility that caused a broken bone.</td>
<td>2</td>
</tr>
<tr>
<td>Events related to surgery</td>
<td></td>
</tr>
<tr>
<td>Wrong surgery performed on a patient.</td>
<td>1</td>
</tr>
</tbody>
</table>

Facility Comments on NHSN data:

Facility Comments on PAE data:
How to submit comments on your Healthcare Safety Reports
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 a comment on your data reports.
After you log in, open your Facility Record (either using the Search functionality or the Recent Records link shown here).
From the Facility Dashboard, double click on the Question Package called “Submit comment on PAE data (PAE Users Only)” shown here.
Submitting Comments

Website language will be updated to include PAE.

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

Remember to write your comment so that the general public may understand it.
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.
Your name will display under “Comment submitted by:” and a message in green will display indicating that your comment has been submitted.
Be sure to click **SAVE**. If you do not, your comment will not be saved nor will it be submitted for review.
• Possible comment topics:
  – Patient Safety measures taken at your facility to prevent future adverse events.
  – Corrections to data that could not be made prior to the data correction deadline, e.g.,
    • An event was a dislocation rather than fracture.
    • You had zero PAE events in the XX time period but you were unable to submit the report.
Submitting Comments

• 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
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.
If it was not approved, a reason will be provided in the dropdown box shown below. Please contact us at PAETexas@dshs.state.tx.us if you have any questions.
You may enter a final 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.
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.
From this website page, you can link to the Data search page where the Health Care Safety Reports can be viewed by the public—June 1 & Dec 1.
Once the Health Care Safety Reports are finalized and comments have been approved, they will be posted.
Additional Resources
This is the PAE website at www.paetexas.org

Preventable Adverse Events result in unintended harm to patients in healthcare facilities. These events occur by an act of commission or omission rather than by the underlying disease or condition of each patient. Improving patient safety is a primary focus for healthcare facilities in Texas and across the United States. Senate Bill 203 amended the Health and Safety Code, Chapter 98, during the 81st Legislature (2009) to require: Healthcare facilities to report certain preventable adverse events to the Texas Department of State Health Services (DSHS), and that DSHS make this data available to the public by facility, by type, and by number.

Ask us PAE questions!
Click on FAQs

Preventable Adverse Events (PAE)

Health Care Safety

Frequently Asked Questions

A compilation of common questions and answers regarding PAE Reporting explaining who must report, what must be reported to TXHSN and how and when to report PAEs through TXHSN.

**FAQs** (PDF, 671 KB) Revised 10/01/2015

Revised FAQs Posted
Click on Resources

Preventable Adverse Events (PAE)
Health Care Safety

- Sign up for e-mail updates
- HCS Home
- FAQs
- Data
- Reporting
- Resources
- Advisory Panel
- Education

PAE Tool Kit

- Definitions and Guidance PDF, 560 KB, Revised 10/1/2015
- Perinatal Algorithm 01/01/2015
- PAE Categories and Tiers 120214
- Current PAE Brochure Sept 2014 PDF, 567 KB
- PAE Alert for ASC's Word, 49.6 KB
- TxHSN PAE Questions Worksheet PDF, 553 KB, Revised 10/01/2015
- PAE Contact Change Form 11_12_2014

Revised Definitions and Guidance Posted
Training Webinars and Slides at www.paetexas.org on the Resources Page
PAE Training Materials for Texas Reporting

Introduction to TxHSN PAE Users Guide  
PDF PowerPoint, March 2015

Introduction to TxHSN PAE HAI User Guide  
PDF PowerPoint, March 2015

TxHSN PAE Users Training 2  
Recorded webinar, 08/07/2015

TxHSN PAE Users Training 2  
PDF PowerPoint, August 2015

TxHSN PAE Users Training 3  
PDF PowerPoint, 10/16/2015

TXHSN PAE Users Training 3 Webinar  
Recorded webinar, 10/16/2015

PAE Reporting 101  
Recorded webinar, 01/16/2015

PAE Reporting 101  
PowerPoint, with notes, 01/16/2015

PAE Data Reporting  
Recorded webinar, 12/22/14

PAE Data Reporting  
PowerPoint, with notes
# PAE Training

## PAE Training Materials for Texas Reporting

<table>
<thead>
<tr>
<th>Topic</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Introduction to TxHSN PAE Users Guide</strong></td>
<td>Data entry, workflows, searching for records, deleting events.</td>
</tr>
<tr>
<td><strong>TxHSN PAE Users Training 2</strong></td>
<td>Security Question, Facility Record, Password Reset, Update Contacts, Report No PAEs, IDRR, Annual Survey</td>
</tr>
<tr>
<td><strong>PAE Reporting 101</strong></td>
<td>Background, Definitions, Chapter 98 Rules, Timeline, Reportable PAEs</td>
</tr>
<tr>
<td><strong>PAE Data Reporting</strong></td>
<td>Demonstration of reporting events in TxHSN.</td>
</tr>
</tbody>
</table>
Contact Information

*Help Desk Email*
PAETexas@dshs.state.tx.us
512-776-7676
Fax 512-776-7616

THE HELP DESK EMAIL is the FIRST and BEST PLACE TO CONTACT FOR QUESTIONS or ASSISTANCE.
Thank you for your time!

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