

# Introduction to TxHSN: PAE Users Guide

**Questions?**

Call 512.776.7676

Email [PAETexas@dshs.state.tx.us](mailto:PAETexas@dshs.state.tx.us)



# 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 30 minutes, depending on your familiarity with the PAE 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](http://www.PAETexas.org).



# Objectives

In this training we will review:

1. PAE reporting overview
2. How to navigate in TxHSN
3. How to enter PAE data or delete PAE record
4. How to manage workflows
5. How to search for and edit a PAE record
6. Additional training and resources

The logo is a circular emblem. The outer ring contains the text "TEXAS HEALTHCARE" at the top and "SAFETY NETWORK" at the bottom in a light blue, sans-serif font. The center of the logo features a stylized graphic of two hands, one in light blue and one in light red, cupping a white star. The hands are composed of several curved segments.

# **PAE reporting program overview**



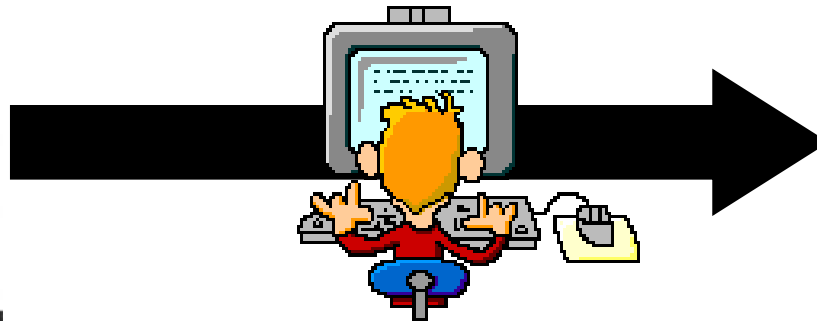
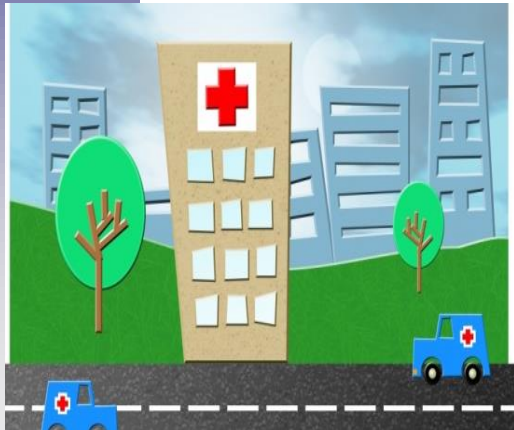
# Welcome to TxHSN!

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 for reporting Preventable Adverse Events (PAEs) in Texas. Facility-specific Health Care Safety reports are then published twice a year, in June and December and can be accessed from the data link at [www.paetexas.org](http://www.paetexas.org).



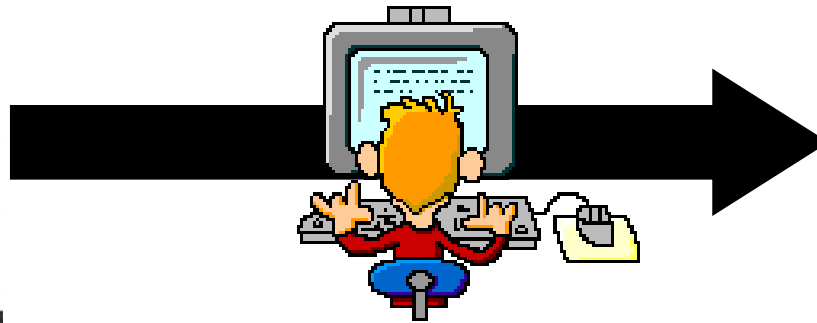
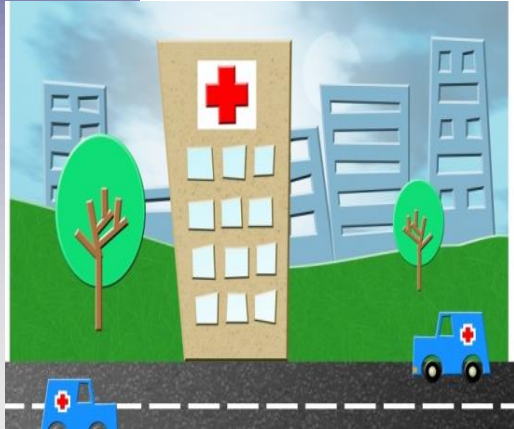
# PAE Reporting Overview



Reporting PAE 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.



# PAE Reporting Overview



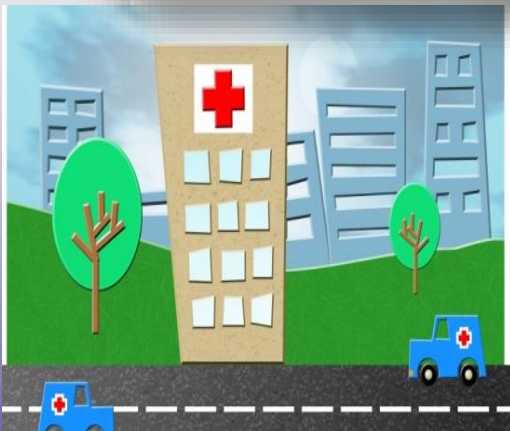
Each healthcare facility enters PAE data online using TxHSN (Texas Healthcare Safety Network). TxHSN is where your PAE facility specific reports will be generated.



# PAE Reporting Overview

TxHSN will email users (designated contacts) to notify them that their reports are ready to view in TxHSN.

Users can then login to TxHSN and run reports to review their data. Users may also make comments which will be displayed on their facility's published data reports.



**Alerts regarding data & reports**

**View reports & make comments**

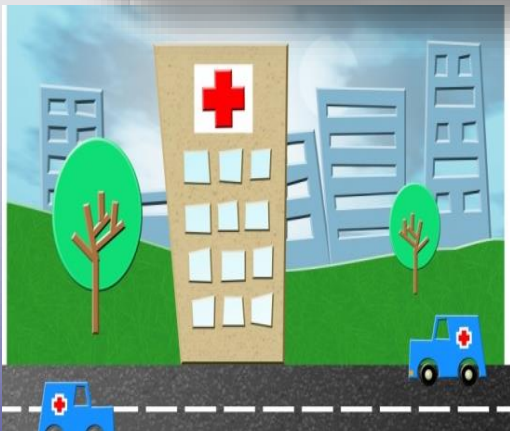






# PAE Reporting Overview

Internal Data Review Report Notification: Four times a year, in mid June, September, December and March, TxHSN users will receive an email instructing them to login to TxHSN and review their facility's Internal Data Review Report to make sure PAE data look correct and to make corrections if needed.



**Alerts regarding data & reports**

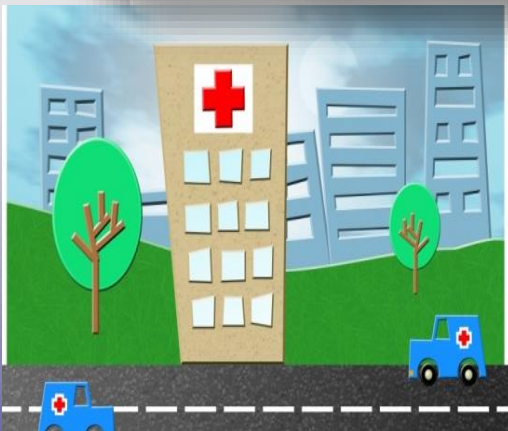
**View reports & make comments**





# PAE Reporting Overview

Comments Notification: Then, twice a year (for the half year time periods) in October and April, TxHSN users will receive another email with instructions to login to TxHSN and preview their Health Care Safety Reports. Users will be able to submit a comment for DSHS approval that will be posted on their reports.



**Alerts regarding data & reports**

**View reports & make comments**

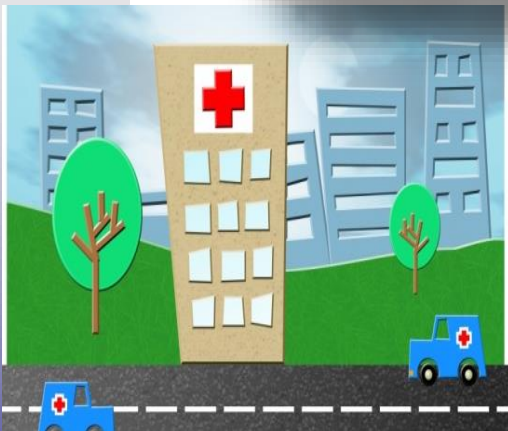




# Publication of Reports

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<br>★ 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](http://www.paetexas.org)

The logo for the Texas Health Care Safety Network (TxHSN) is a circular emblem. It features two hands, one in blue and one in red, cupping a central white star. The words "TEXAS HEALTH CARE" are arched across the top, and "SAFETY NETWORK" is arched across the bottom, both in a light blue font.

# How to navigate in TxHSN



# TxHSN-Main Navigation

TxHSN - Main

Jennifer Vinyard - PAE ▾

| Workflows  |         |
|--|---------|
| Workflow Queue   | Records |
| <a href="#">Report No Events</a>                         | 1 (0)   |
| <a href="#">Cases with Incomplete Required Questions</a> | 1 (0)   |
| <a href="#">More ...</a>                                 |         |

| Recent Records            |                              |                       |
|---------------------------|------------------------------|-----------------------|
| Record ID                 | Name                         | Record Type           |
| <a href="#">300000081</a> | <a href="#">15054_123456</a> | Care Management Event |
| <a href="#">N15054R4</a>  |                              |                       |

Resources & Support

NHSN

- [Log into NHSN with SAMS](#)
- [Log into NHSN with Digital Certificate](#)
- NHSN website: [www.cdc.gov/NHSN](http://www.cdc.gov/NHSN)

HAI Resources

- Email: [HAITexas@dshs.state.tx.us](mailto:HAITexas@dshs.state.tx.us)
- Website: [www.HAITexas.org](http://www.HAITexas.org)

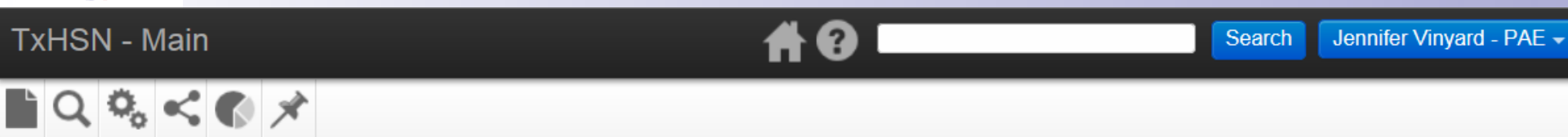
After you login to TxHSN and complete these training slides, you will be directed to this

TxHSN Main Page.

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



# TxHSN-Main Navigation



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](http://www.cdc.gov/NHSN)

### HAI Resources

- Email: [HAITexas@dshs.state.tx.us](mailto:HAITexas@dshs.state.tx.us)
- Website: [www.HAITexas.org](http://www.HAITexas.org)
- Phone: 512-776-7676
- Fax: 512-776-7616

### PAE Resources

- Email: [PAETexas@dshs.state.tx.us](mailto:PAETexas@dshs.state.tx.us)
- Website: [www.PAETexas.org](http://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](#)



# TxHSN-Main Navigation

TxHSN - Main

Home ? Search Jennifer Vinyard - PAE

File Search Settings Share Pie Chart Pin

## Workflows

| Workflow Queue   | Records |
|--|---------|
| <a href="#">Report No Events</a>                         | 1 (0)   |
| <a href="#">Cases with Incomplete Required Questions</a> | 1 (0)   |
| <a href="#">More ...</a>                                 |         |

## Recent Records

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

## Resources & Support

### NHSN

- Log into NHSN with SAMS
- Log into NHSN with Digital Certificate
- NHSN website: [www.cdc.gov/NHSN](http://www.cdc.gov/NHSN)

### HAIT Resources

- Email: [HAITexas@dshs.state.tx.us](mailto:HAITexas@dshs.state.tx.us)
- Website: [www.HAITexas.org](http://www.HAITexas.org)
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### Resources

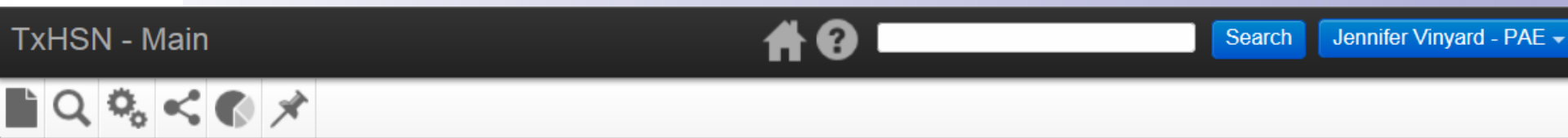
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# TxHSN-Main Navigation



### Workflows

**Workflow Queue**

- Report No Events
- Cases with Incomplete Required Questions

### Recent Records

| Record ID | Name                      | Re                    |
|-----------|---------------------------|-----------------------|
| 300000081 | 15054_123456,             | Care Management Event |
| N15054R4  | MD ANDERSON CANCER CENTER | Facility              |

This is where any recently opened records will display. This may be a PAE event, an annual survey or your Facility Record.

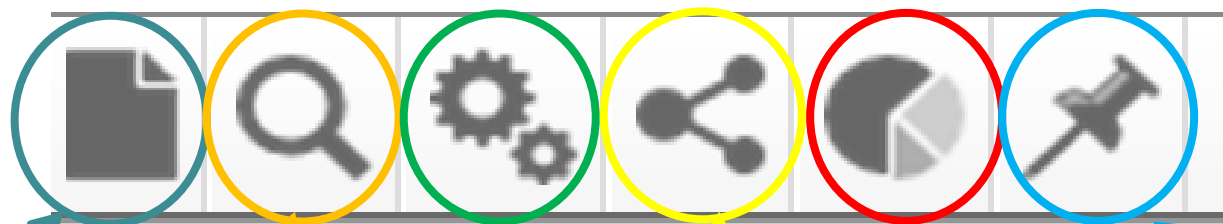
There is additional training on your facility record in TXHSN Users Training # 2 which is posted on the Resources page at [www.paetexas.org](http://www.paetexas.org).

as@dshs.state.tx.us  
PAETexas.org  
6-7676  
616

ty Reports can be viewed by the public at: [Health Website](#)



# TxHSN-Main Navigation ICONS



Create  
Record

Search

Workflows

**DO NOT  
USE!!** will  
generate error.

Recently  
Viewed  
Records

Create  
Survey\*

These Navigation icons  
appear at the top of TxHSN  
pages.

\*Only facilities not  
reporting in Patient  
Safety Component of  
NHSN



# 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](http://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

PAE User-- Edit Profile or Logout

can be viewed by the public at: [Health](#)



# TxHSN-Main Navigation

TxHSN - Main

Search Jennifer Vinyard -PAE

Edit Profile

Logout

Workflows

Workflow Queue

No workflows to display

Records

More ...

Recent Records

Record ID

300000282

300000281

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".

Resources & Support

- Log into NHSN with
- Log into NHSN with Digital Certificate
- NHSN [www.cdc.gov/NHSN](http://www.cdc.gov/NHSN)

HAITexas@dshs.state.tx.us

[www.HAITexas.org](http://www.HAITexas.org)

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7616

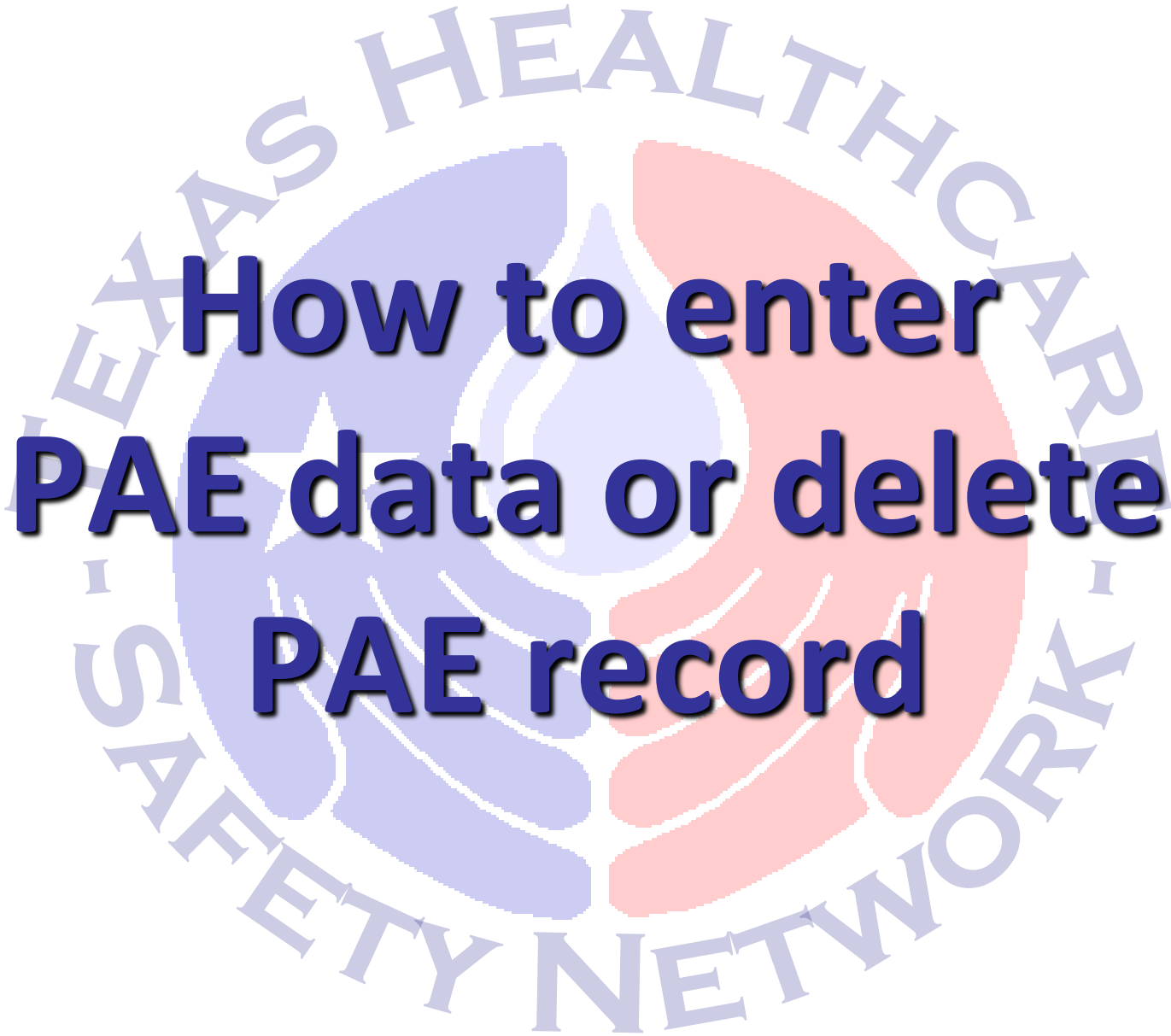
xas@dshs.state.tx.us

/PAETexas.org

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The background features a large, faint watermark logo for the Texas HealthCare Safety Network. It consists of a circular emblem with two hands, one blue and one red, cupping a white star. The words "TEXAS HEALTHCARE" are arched across the top, and "SAFETY NETWORK" is arched across the bottom.

# **How to enter PAE data or delete PAE record**



# 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

The screenshot shows the PAE Data Entry interface. At the top, there is a toolbar with icons for a document, search, settings, a pie chart, and a pushpin. Below the toolbar, there are two main sections: 'Workflows' and 'Recent Records'.

**Workflows**

| Workflow Name          | Records |
|------------------------|---------|
| No workflows available |         |

[More ...](#)

**Recent Records**

| Record ID | Name                | Record Type                          |
|-----------|---------------------|--------------------------------------|
| 300000282 |                     | Deidentified Person                  |
| 300000281 |                     | Surgical or Invasive Procedure Event |
| 300000263 |                     | Deidentified Person                  |
| 300000254 |                     | Surgical or Invasive Procedure Event |
| 300000260 | Deidentified Person | Surgical or Invasive Procedure Event |

[More ...](#)

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



# PAE Data Entry

TxHSN - Main



## Create Record - Person Information

### Record Information

Record Type:



Care Management Event  
Environmental Event  
Patient Protection Event  
Potential Criminal Event  
Product or Device Event  
Radiologic Event  
Surgical or Invasive Procedure Event

### Add Person

Birth Date:



Race:

Select Person...

Save

Cancel

Help

This Create Record screen will open. Click on the appropriate Record Type (PAE Category) from the drop down menu.





# 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 patient?

\* 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

Death: Dead at time of assessment.

\* Medical Record N

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 P

Birth Da

Race:

Se

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 “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.



# 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 Event                         |
| Person:               | 8888_56231 Birth Date: 05/12/1945 ( 69 Male ) |
| Investigation Status: | Active Record - Reported                      |
| Linked Records(s):    | 1 link  |
| 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

### 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

### 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 Properties

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

## Record Summary - Dashboard

### Basic Information

Record ID:  
Record Type:  
Person:  
Investigation S  
Linked Record  
Facility Links:

Edit Record

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.

### Record Data

### 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



# 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 

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? 





# 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

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

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





# PAE Data Entry: Save/Jump

The screenshot shows the top toolbar of the PAE Data Entry application. It includes a home icon, a help icon, a search bar, and a 'PAE User' dropdown. Below these are three buttons: 'Save', 'Save & Stay' (circled in red), and 'Cancel'. To the left of the 'Save' button is a '[Jump To...]' dropdown menu. The dropdown menu is open, showing a list of options: '[Jump To...]', 'Question Packages', 'General (required questions are shown in', 'Specifics (additional optional questions', 'Other', and 'Edit Person...'. A speech bubble points from the 'Save & Stay' button to a text box on the right, and another speech bubble points from the 'Jump To...' dropdown to a text box on the left.

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.



# 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




# 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  | Male <input type="button" value="v"/>  |
| Birth date   | <div>Use the Persons tab on the dashboard to edit this field</div> 3/22/1932 |
| * Age classification   | Older adult (75-84 years) <input type="button" value="v"/>                   |
| Ethnicity  | Unknown <input type="button" value="v"/>                                     |



# PAE Data Entry: Close Record

TxHSN - Main



Search

## Record Summary

X

### Basic Information

Record ID:  
Record Type:  
Person:  
Linked Records(s):

Edit Record Properties

When you have finished entering PAE data, close the record by clicking on this "X".

Record Data

Concerns

Persons

### Question Packages

| Question Package | Person | Last Update | Updated By         | Status    |
|------------------|--------|-------------|--------------------|-----------|
| General          | Record | 08/19/2014  | PAE User [paeuser] | Completed |
|                  |        |             |                    |           |
|                  |        |             |                    |           |
|                  |        |             |                    |           |

View Question Package





# Workflows

To help users identify data entry errors and to help 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.

TxHSN - Main

Bianca Someone - PAE

## Workflows

| Workflow Queue                           | Records |
|--|---------|
| Cases with Incomplete Required Questions | 3 (0)   |
| Cases with Open Concerns                 | 1 (0)   |
| <a href="#">More ...</a>                 |         |

## Recent Re

| Record |
|--------|
| R99    |
| 300    |
| 300    |
| 300    |
| 300    |

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.

## Resources & Support

NHSN

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

- 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](#)



# Manage Workflows

TxHSN - Main



Search

Bianca Someone PAE

## Workflow Details - Cases with Open Concerns

### Cases with Open Concerns (Last Update: 01/22/2015 02:39 PM)

| Record                    | Name              | Status                  | Create Date | Record Type           | Last Update | Security ID | PAE   | Assigned To | Assigned To Group |
|---------------------------|-------------------|-------------------------|-------------|-----------------------|-------------|-------------|---|-------------|-------------------|
| <a href="#">300000094</a> | 9999_33322221111, | Data Collection Pending | 01/21/2015  | Care Management Event | 01/22/2015  |             | Perinatal death or severe harm - labor/delivery in low-risk pregnancy |             |                   |

Filter:

Apply

Clear

Displaying 1...1 of 1 ([Export All](#))

<< First < Prev 1 / 1 Next > Last >>

Workflows

Dashboard

The Workflow Details screen will display. Click on the record ID (link) you wish to correct.





# Manage Workflows

TxHSN - Main

Search

Bianca Someone - PAE

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

## Record Summary - Dashboard

### Basic Information

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

Edit Record Properties

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 |
|   |        |             |                    |           |



# Manage Workflows

TxHSN - Main



Search

Vickie Gillespie - PAE ▾

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

## Record Summary

### Basic Information

|                       |  |
|-----------------------|--|
| Record ID:            |  |
| Record Type:          | Care Management Event  |
| Person:               | 9999_33322221111 ( )   |
| Investigation Status: | Active Record - Reported   |
| Linked Records(s):    | 1 linked records(s)  |
| Facility Links:       | <b>The report date cannot occur before the date the event was discovered.</b><br>Record is in workflows [ <a href="#">View List</a> ]<br>Linked facilities:<br>R9999 - Test Hospital - 1234 Main Street, Austin, TX 78756 [ <a href="#">Open</a> ] |

Edit Record Properties

Record Data

Concerns

Persons

### Question Packages

Question Package



► General (required questions are shown in red)







Specifics (additional optional questions)

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     Vickie Gillespie - PAE ▾

### Record Summary - Dashboard ✕

| Basic Information     |   |
|-----------------------|---|
| Record ID:            | 300000094   |
| Record Type:          | Care Management Event   |
| Person:               | <a href="#">9999_33322221111</a> ( )  |
| Investigation Status: | Active Record - Reported  |
| Linked Records(s):    | 1 linked records(s)   |
| Facility Links:       | <b>The report date cannot occur before the date the event was discovered.</b><br>Record is in workflows [ <a href="#">View List</a> ]<br>Linked facilities:<br>R9999 - Test Hospital - 1234 Main Street, Austin, TX 78701 |

| Question Packages                               |        |               |
|---|--------|---------------|
| Question Package                                | Person | Last Modified |
| ➤ General (required questions are shown in red) | Record | 01/21/2019    |
| Specifics (additional optional questions)       | Record | 01/21/2019    |

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

# 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. Searching for your facility record is described in TxHSN Users Training # 2.



# Search for PAE Record

TxHSN - Main



Search

Vickie Gillespie - PAE

Workflows

Workflow Queue

Cases with Incom

To search for a PAE record, click on this magnifying icon.

You can also enter the Record ID here if you know it and click on Search.

Recent Records

| Record ID                 | Name               | Record Type                          |
|---------------------------|--------------------|--------------------------------------|
| <a href="#">300000094</a> | 9999_33322221111,  | Care Management Event                |
| <a href="#">300000091</a> | 9999_4214214,      | Surgical or Invasive Procedure Event |
| <a href="#">300000093</a> | 9999_56231,        | Care Management Event                |
| <a href="#">300000092</a> | 9999_631368954678, | Care Management Event                |
| <a href="#">300000073</a> | 9999_7856,         | Surgical or Invasive Procedure Event |

[More ...](#)

PAE Resources

- Email: [PAETexas@dshs.state.tx.us](mailto:PAETexas@dshs.state.tx.us)
- Website: [www.PAETexas.org](http://www.PAETexas.org)
- Phone: 512-776-7676

The record you are searching for could also be here in Recent Records. If visible, click on the Record ID to open it or Click on “More” in the lower right corner to see all records.

viewed by the public at:



# Search for PAE Record

Search - Internet Explorer

http://dshs-aavhaiwb2t.dshsratl.state.tx.us/bxhsn-dev/searchCase.do?topPage=main.do

## Search Case

**Search Criteria**  
Type: Normal  
Record ID:  
Last Name:  
First Name:  
Birth Date: (Inexact)  
Gender:  
Street:  
State:  
Record Type:  
From Date:  
To Date:  
Status:  
**Search Options**  
Search History:  
Search Soundex:  
Sort By: Create Date  
Sort Order: Descending  
Search Clear Create New

**Search Results**

| Record ID      | Name | Birth Date | Record Type | Record Date | Security ID | PAE |
|----------------|------|------------|-------------|-------------|-------------|-----|
| No search done |      |            |             |             |             |     |

Showing 0 to 0 of 0 entries

Select Create Record for Person Cancel Help

If you have clicked on the magnifying glass icon, this Search Case pop-up window will appear.



# Search for PAE Record

## Search Case

### Search Criteria

Type: Normal

Record ID:

Birth Date:    
(Inexact)

Gender:

~~Street:~~

~~State:~~

Record Type: Radiologic Event

From Date: 09/22/2014

To Date: 10/21/2014

~~Status:~~

### Search Options

~~Search History: ☐~~

~~Search Suffix: ☐~~

Sort By: Create Date

Sort Order: Descending

Search

Clear

Create New

Leave Type as "Normal". There is some search criteria that you will not use.





# Search for PAE Record

Search - Internet Explorer

http://dshs-aavhaiwb2t.dshsratl.state.tx.us/txhsn-dev/searchCase.do?topPage=main.do

## Search Case

**Search Criteria**

Type:

Record ID:

Last Name:

First Name:

Birth Date:  (Inexact)

Gender:

Street:

State:

Record Type:

From Date:

To Date:

Status:

**Search Options**

Search History: ☐

Search Soundex: ☐

Sort By:

Sort Order:

**Search Results**

| Record ID | Name | Birth Date | Record Type | Record Date | Security ID | PAE |
|-----------|------|------------|-------------|-------------|-------------|-----|
| Sh        |      |            |             |             |             |     |
| Se        |      |            |             |             |             |     |

Enter the Record Type (PAE Category) from this drop down menu.

You can also enter the From and To Dates to narrow the search.

Then click on the Search button at the bottom left of the search case pop-up window.



# Search for PAE Record

Search - Internet Explorer

## Search Results

| Record ID   | Name             | Birth Date | Record Type      | Record Date | Security ID | PAE  |
|-------------|------------------|------------|------------------|-------------|-------------|--|
| ▶ 300000073 | S300000004_55522 | 10/03/1960 | Radiologic Event | 10/06/2014  |             | Patient death or severe harm - metal in MRI area |

Showing 1 to 1 of 1 entries

First Previous **1** Next Last

Select Create Record for Person Cancel Help

The results screen will display.  
Highlight the desired record and  
double click on it, or click on Select.



# 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) 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

| Record Data         |        | Concerns | Persons |
|---------------------|--------|----------|---------|
| Persons             |        |          |         |
| Name                | Gender |          |         |
| Deidentified Person | Male   |          |         |
|                     |        |          |         |
|                     |        |          |         |
|                     |        |          |         |

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: | <input type="text" value="03/11/1994"/> |   |
| Gender:     | <input type="text" value="Female"/>     | ▼ |
| Race:       | <input type="text" value="White"/>      | ▼ |
| Ethnicity:  | <input type="text" value="Hispanic"/>   | ▼ |

Save

Cancel

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

## Addresses

### Edit Address

|             |   |  |
|-------------|---|--|
| Start Date: | <input type="text" value="10/21/2014"/> |  |
| End Date:   | <input type="text" value="01/01/2030"/> |  |

Save

Cancel

Help

You should disregard this Edit Address section.



# 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  |

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.

# **Additional Training and Resources**



[www.paetexas.org](http://www.paetexas.org)

This training and more about  
TxHSN and the PAE reporting  
process can be found at  
[www.PAETexas.org](http://www.PAETexas.org).





# [www.paetexas.org](http://www.paetexas.org)

Preventable Adverse Events (PAE)

Health Care Safety

 Sign up for e-mail updates

[HCS Home](#) [FAQs](#) [Data](#) [Reporting](#) [Resources](#) [Advisory Panel](#) [Education Training](#)

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

## What's on the site?

- Frequently Asked Questions (FAQs)
- Link to Public Reports Data
- PAE reporting updates
- Resources
  - \*Training slides and webinars
  - \*Helpful Documents
- Advisory Panel
- Education/Training
  - \*Future webinars and conferences



# Link to HAI/PAE Public Reports

Preventable Adverse Events (PAE)

Health Care Safety

This is the PAE  
website at

[www.paetexas.org](http://www.paetexas.org)

 Sign up for e-mail updates

[HCS Home](#)

[FAQs](#)

[Data](#)

[Reporting](#)

[Resources](#)

[Advisory Panel](#)

[Education Training](#)

Preventable Adverse Events result in an act of commission or omission that patient safety is a primary focus for Senate Bill 203 amended the Health Healthcare facilities to report certain Services (DSHS), and that DSHS r

You can click here to link to the Data  
webpage where the Health Care Safety  
Reports can be viewed by the public—  
June 1 & Dec 1



EMAIL

[Ask us PAE questions!](#)



# HAI/PAE Data Website

<http://txhsn.dshs.texas.gov/HCSreports>

## 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 health care facilities know that stopping HAIs is vital. These HAIs are still a major cause of disease.

Once the Health Care Safety Reports are finalized and comments have been approved, they will be posted. Searching can be done by facility name, city name or county name.

### 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 by Map](#)

# **Training Webinars and Slides**

at [www.paetexas.org](http://www.paetexas.org) on the  
**Resources Page**



# PAE Training

## *PAE Training Materials for Texas Reporting*

[Introduction to TxHSN PAE Users Guide](#) PDF PowerPoint, March 2015

[Introduction to TxHSN PAE HAI User Guide](#)

[TxHSN PAE Users Training 2](#) Recorded webinar

[TxHSN PAE Users Training 2](#) PDF PowerPoint

[TxHSN PAE Users Training 3](#) PDF PowerPoint

[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

Introduction to TxHSN PAE Users Guide— Data entry, workflows, searching for records, deleting events.

TxHSN PAE Users Training 2—Security Question, Facility Record, Password Reset, Update Contacts, Report No PAEs, IDRR, Annual Survey

TxHSN PAE Users Training 3—TxHSN Tips, Print Event Record, Healthcare Safety Reports, Submit Comments

PAE Data Reporting—  
Demonstration of  
reporting events in TxHSN.

PAE Reporting 101—  
Background, Definitions, Chapter 98  
Rules, Timeline, Reportable PAEs



# Contact Information

**\*Help Desk Email\***

**PAETexas@dshs.state.tx.us**

**512-776-7676**

**Fax 512-776-7616**

**Emily Engelhardt, TxHSN Administrator**

**Nesreen Gusbi, TxHSN Administrator**

**Vickie Gillespie, PAE Clinical Specialist**

**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](mailto:PAETexas@dshs.state.tx.us) or you can call 512.776.7676.

