Midas Health Analytics Solutions

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Midas Data Collection and Extraction Toolkit

Care Management — AHRQ PSO Acute Care

Fifth Edition

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Care Management—AHRQ PSO Acute Care

The Midas AHRQ PSO Acute Care Data Collection and Extraction Toolkit can help in your collection and analysis of designated patient safety events. This solution provides you with Focus Studies that conform to the latest AHRQ Common Formats, a mapping tool, virtual worklist target technology embedded in SmarTrack Worklist Rule Definition that will create a Focus Study episode and populate designated fields, and a Standard Report that will assist you in transmitting these events to your PSO.

This document describes what you need to know to use the Midas AHRQ PSO Acute Care Focus.

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Purpose

The Patient Safety and Quality Improvement Act (PSQIA) of 2005 established a voluntary patient safety event reporting system as well as guidelines for the establishment of Patient Safety Organizations. This act called for standardization of the data used for event reporting based on the Common Formats established and maintained by AHRQ. Midas has designed a solution that supports you if you choose to participate in this voluntary reporting collaborative.

The solution described herein supports Midas Care Management users entering safety and Risk Event data to meet their current reporting needs as well as event reporting to Patient Safety Organizations (PSOs).

The Midas AHRQ PSO Acute Care Data Collection and Extraction Toolkit includes the following:

- An encounter-based Focus Study, MIDAS AHRQ PSO ACUTE CARE, which conforms to the AHRQ Common Formats Version 1.2 for Acute Care.
- A process-based Focus Study, MIDAS AHRQ PSO AC MAPPER, which provides you with a mechanism to associate terms for various Risk Management dictionaries to corresponding terms used in the AHRQ Common Formats Version 1.2 for Acute Care.
- A set of Dictionaries that supply the terms (and more important, associated codes) that match those contained in the AHRQ Common Formats Version 1.2 for Acute Care.
- A process-based Focus Study, MIDAS AHRQ PSO AC UNSAFE COND, that you can use to record Safety Events that do not involve a patient, and report a situation that is only *potentially* hazardous.
- A Virtual Worklist Target feature in Midas Care Management SmarTrack which allows you to define customizable SmarTrack rules that programmatically:
  - Create a PSO Focus Study entry.
  - Pre-populate the Focus Study with a previously mapped set of values based on the data entered in designated fields in the associated Risk Event entry.
  - Place a corresponding entry on the worklist of the designated Midas Care Management user.
- A Standard Report, MIDAS PSO ACUTE CARE EXTRACTION FILE, which generates a data extract file (CDA format) suitable for you to initiate submission of data from your hospital to your chosen PSO. This extract file meets the *Provider to PSO Data Submission Supplemental Specification* (Appendix C of AHRQ Common Formats Version 1.2 for Acute Care) updated by AHRQ in April 2013. You are responsible for transmission of the extract file to your selected PSO as instructed by the PSO.
- A Standard Report (MIDAS AHRQ PSO ACUTE CARE ORIGINAL DATA) that displays data entered directly into the PSO Focus Entry on the first Save.
- A PSO Transmittal User Role, with this security the user designates an event report's readiness for submission to a PSO.

Using this solution, as a Midas Care Management client, you:

- Retain your current work flow with data entry using Midas Care Management Remote Data Entry and Risk Event Entry
- Meet your obligations for tracking and mandatory reporting to various regulatory agencies
- Create event data for reporting to PSOs using the latest AHRQ Common Formats

This Guide presents a methodology for using this toolkit to collect and submit data to one or more PSOs. However, given the flexible and customizable nature of Midas, you are encouraged to work in conjunction with your PSOs to define the process that best meets the needs of your organization. Furthermore, you are expected to work in collaboration with your PSOs and legal counsel to define your Patient Safety Evaluation System (PSES) and Patient Safety Work Product (PSWP).

Abbreviations

AHRQ Agency for Healthcare Research and Quality

CDA Clinical Data Architecture

HERF Healthcare Event Reporting Form

Mapper Midas AHRQ PSO AC Mapper (Process Focus Study)

PIF Patient Information Form

PPC Privacy Protection Center

PSES Patient Safety Evaluation System

PSO Patient Safety Organization

PSO Focus MIDAS AHRQ PSO ACUTE CARE (Encounter-based Focus Study)

PSO Toolkit Midas AHRQ PSO Acute Care Data Collection and Extraction Toolkit

PSQIA Patient Safety and Quality Improvement Act

PSWP Patient Safety Work Product

SIR Summary of Initial Report

Recommendations Regarding Patient Safety Work Product

Please note the following information is intended as a guideline only. You are advised within the PSQIA to work in conjunction with your organization's legal counsel to define and fully document what is considered to be PSES and PSWP in your organization.

It is important for organizations to distinguish standard reportable data from the protected data defined in the PSQIA as PSWP. Based on the design and intended use of this toolkit the original event created via Remote Data Entry or direct entry into Risk Event Entry is *not* considered PSWP and is therefore available for further review and reporting as deemed appropriate by the organization. However, the PSO Focus *is* considered PSWP and therefore all confidentiality and privilege protections under the final rule would apply. The MIDAS AHRQ PSO ACUTE CARE Focus is part of the

PSWP contained in the PSES defined by your organization and is therefore awarded the protection as defined within the PSQIA. As such, the MIDAS AHRQ PSO ACUTE CARE Focus Study should only be accessed by those who have been assigned security to access the PSES.

Midas does not assume that the PSO Focus is a replica of the Risk episode since each has its own purpose and identity.

The PSWP as defined above can be reported to one or more PSOs using a Midas Care Management Standard Report (MIDAS PSO AC EXTRACTION FILE), or it can be accessed directly from within the Midas Care Management system by a representative of the PSO via the restricted Worklist feature. The diagram illustrates the patient safety event reporting workflow. It also distinguishes the characteristics of standard event reporting data and PSWP data that comprises a Midas AHRQ PSO Focus Study.

Patient Safety Event Reporting Workflow

Reporting starts with capturing data about the event; in Midas Care Management you can enter the data in the Risk Management module (either in the desktop software or the browser-based entry) or in the PSO Focus Study (also in desktop software or browser-based entry forms). Regardless of which approach you choose for entry, it is important that data about the event exist in both the Focus Study and Risk Management modules. Midas Care Management can use a mechanism called a Virtual Worklist Target (VWT) to ensure that regardless of which module is used for data entry, the other one also receives necessary data.

In the typical workflow, the data is entered in RDE or directly in the Risk Event Entry function and the VWT pulls out the appropriate data and creates a Focus Study episode in which to store it so it will be available for reporting as specified by AHRQ. For more information, see “Typical Workflow” on page 6.

In the alternate workflow, you enter data about the Risk Event in the Focus Study and the Worklist Rule with the VWT copies the relevant Focus Study data into the Risk Management module. For more information, see “Alternate Workflow” on page 8.

Typical Workflow

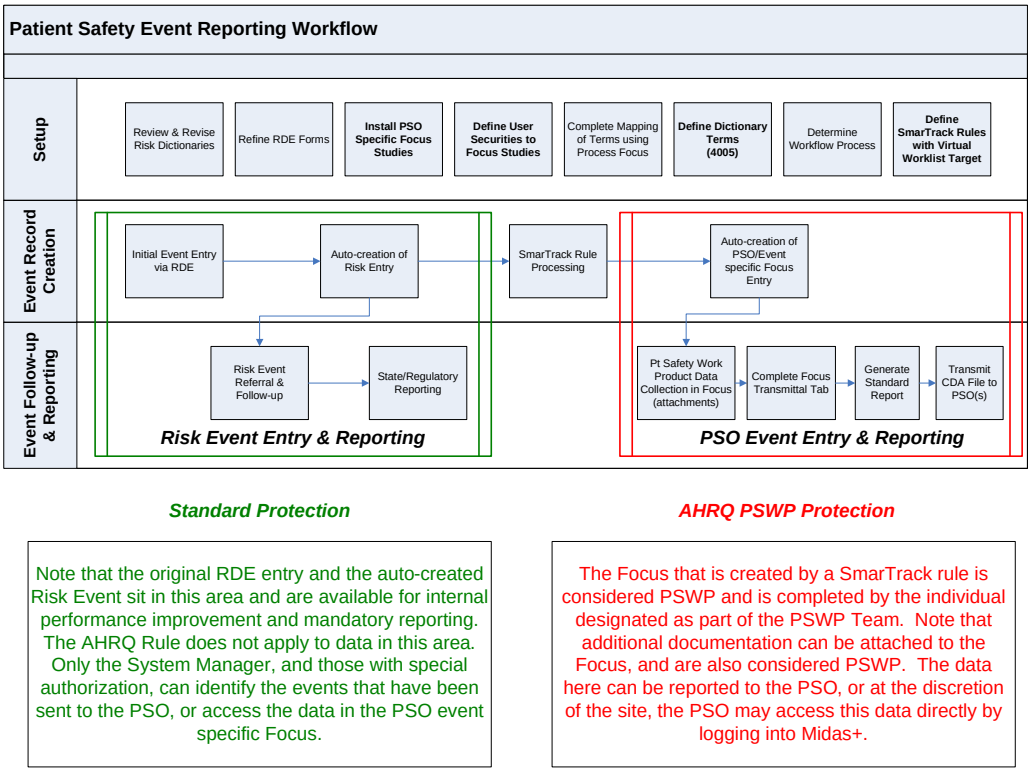
The following steps detail the typical workflow.

1. Define one or more Worklist Rules using Virtual Worklist Target:
   - Generates the PSO Focus based on the specific Worklist qualifications.
   - Copies specified fields from Registration and the Encounter to the PSO Focus.
   - Maps terms from the associated Risk Event to the PSO Focus.
   - Adds the Worklist entry for the Midas Care Management user designated in the “Primary Assignee: Assign to” field.
   - Sends an e-mail to those in the Assignment tab on the schedule specified.
2. Enter Risk Events via RDE or directly in the Risk Event Entry function.
3. Determine which focus entries you are going to submit to a PSO.

4 Run the Standard Report to extract the cases for submission to the PSO.

5 Transfer the extraction file to the PSO using the method defined by your selected PSO.

Figure 1 illustrates the typical reporting workflow described above.



Standard Protection

Note that the original RDE entry and the auto-created Risk Event sit in this area and are available for internal performance improvement and mandatory reporting. The AHRQ Rule does not apply to data in this area. Only the System Manager, and those with special authorization, can identify the events that have been sent to the PSO, or access the data in the PSO event specific Focus.

AHRQ PSWP Protection

The Focus that is created by a SmarTrack rule is considered PSWP and is completed by the individual designated as part of the PSWP Team. Note that additional documentation can be attached to the Focus, and are also considered PSWP. The data here can be reported to the PSO, or at the discretion of the site, the PSO may access this data directly by logging into Midas+.

Figure 1: Typical Reporting Workflow

The following diagram illustrates the data flow of the event from Midas Care Management to the PSO and then finally to the Privacy Protection Center (PPC).

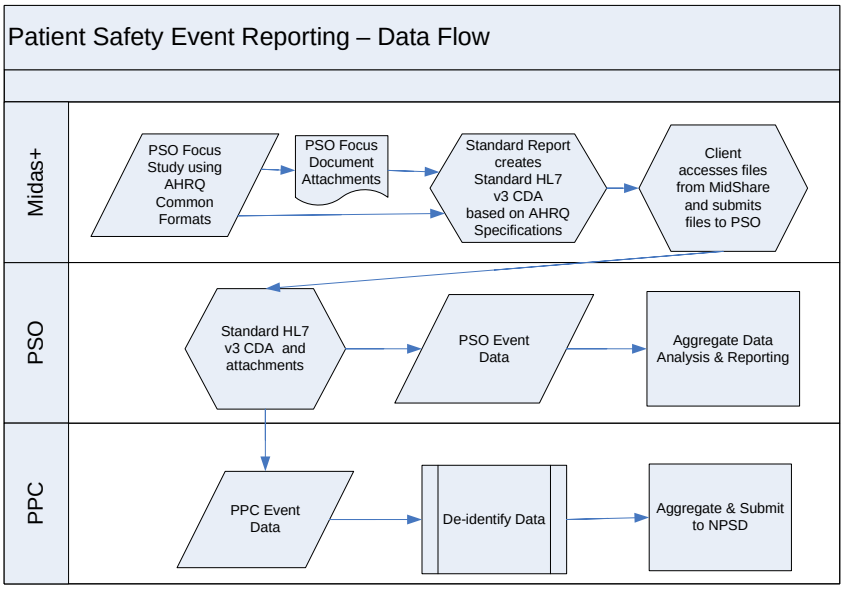


Figure 2: Data Flow for both Typical and Alternate Workflow

Alternate Workflow

Although the process described in "Typical Workflow" on page 6 is the recommended workflow, there is an alternate one. The following steps detail this alternate workflow.

1. Enter the Risk Event in a Focus Study episode, using either the Focus Entry - Encounter Level function or the browser-based Focus Study entry tool. (Browser-based tool users can bypass login; those who do so are limited to only those fields typically known to an event witness. In contrast, users who log in have access to all fields.)
2. Define Worklist Rules using Virtual Worklist Target:
   - Generates the Risk Event episode based on the specific Worklist qualifications.
   - Copies specified fields from the PSO Focus to the generated Risk Event episode.
   - Adds the Worklist entry for the Midas Care Management user designated in the "Primary Assignee: Assign to" field.
   - Sends an e-mail to those in the Assignment tab on the schedule specified.
3. Perform steps 3 through 5 from the Typical Workflow section.

Setup

Review Dictionary Terms

The following table shows the three Midas system dictionaries that are distributed with this toolkit.

Description	Code
AHRQ Common Format Terms	4000
CDC Race and Ethnicity	4001
AHRQ SNOMED Terms	4003

Seek Advice from Your Legal Counsel

Define and document with your legal counsel what is considered to be your Patient Safety Evaluation System (PSES) and Patient Safety Work Product (PSWP).

Update Your Policies and Procedures

Identify existing policies and procedures that need to be edited because of these new processes and protections.

Determine if any new policies and procedures need to be written.

Contact your PSOs

Midas Care Management users may report patient safety events to one or more PSOs.

Each PSO provides you with:

- An ISO (International Organization for Standardization) ID number that uniquely identifies that PSO.
- Branch and Provider ID numbers to uniquely identify your organization or each of the facilities in your organization.
- Instructions on how to submit data.

Contact Your Midas Account Manager

Provide your Account Manager with:

- The ISO ID that uniquely identifies that PSO
- Branch and Provider ID numbers

Grant Security Access

Before you begin, determine which Midas Care Management users or roles should have access to the Mapper. As an example, this might be limited to your Risk Manager and Patient Safety Officer. For purposes of this procedure, call these users or roles *PSO Mapper Role*.

Also determine which Midas Care Management users or roles should have access to the PSO Focus. As an example, this might be limited to your Risk Analysts, Risk Manager, and Patient Safety Officer.

For purposes of this procedure, call these users or roles *PSO Focus Role*.

Finally, determine which Midas Care Management users or roles should:

- Have access to decide when the PSO Focus is ready for transmission. As an example, this might be limited to your Patient Safety Officer.
- Have access to create the extraction file. As an example, this might be limited to your Patient Safety Officer.
- Transmit the extraction file to the PSO(s) and how often (daily, weekly, monthly, quarterly) you will be transmitting data to each PSO.

For purposes of this procedure, call these users or roles *PSO Transmission Role*.

To grant security access

1. Select **Function > System Management > System/User Securities > User Definition** or **Role Definition** from the main menu bar.
2. For the *PSO Transmission Role*, on the User tab, add the Role of PSO Transmittal.

3 On the System tab (see Figure 3), select **Care Management** > **Reporting** > **Standard Reports**, and then mark the check box to the left of **Midas AHRQ PSO Acute Care Extraction File** if the alternate workflow is used for the *PSO Transmission Role*.

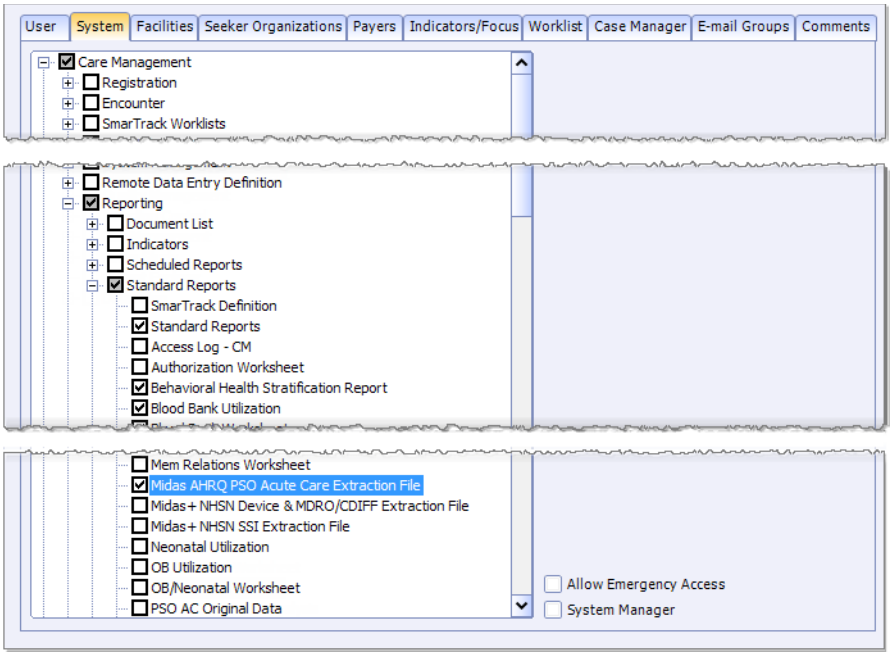


Figure 3: User Definition System Tab

4 On the **Indicators/Focus** tab, under **Focus Restriction** (see Figure 4), click the ellipsis button (...). The Focus Restriction form opens.

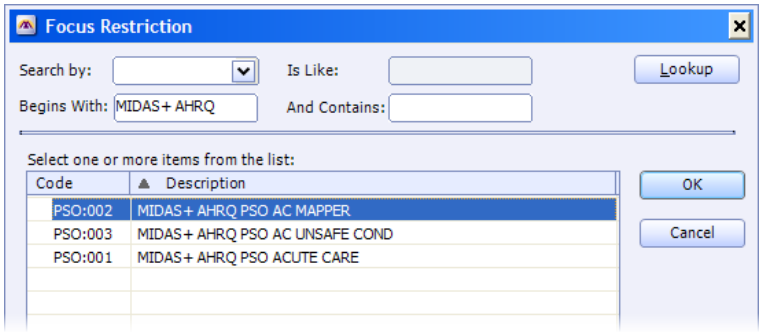


Figure 4: Focus Restriction

5 For the *PSO Mapper Role,* select MIDAS AHRQ PSO AC MAPPER.

6 For the *PSO Focus Role,* select MIDAS AHRQ PSO ACUTE CARE.

Define Worklist Rules using PSO-Acute Care Virtual Worklist Target (Typical Workflow)

Worklist Rules created with the Virtual Worklist Target determine what criteria trigger the creation of the PSO Focus (under the Typical Workflow described on page 2.6) and therefore which events are entered into your PSES and become PSWP. Consider the mapping that auto-populates the PSO Focus. In order to maximize the benefit of the mapped data, you may want to define your SmarTrack Worklist Rules to trigger only after all applicable mapped data fields have been entered.

Once the criteria for the Worklist Rule are met, all of the following occur:

- A PSO Focus Study entry is created
- Data is pre-populated in the PSO Focus based on mapped values
- Data is pre-populated in the PSO Focus based on values in the corresponding Registration, Encounter and Risk entries (see list below)
- A corresponding entry is placed on the associated worklist of the designated Midas Care Management user

Note: This Worklist Rule is triggered only once for a single Risk episode. In the following example (see Figure 5), the PSO Focus is created after a Risk Event with a class of Fall is initially saved.

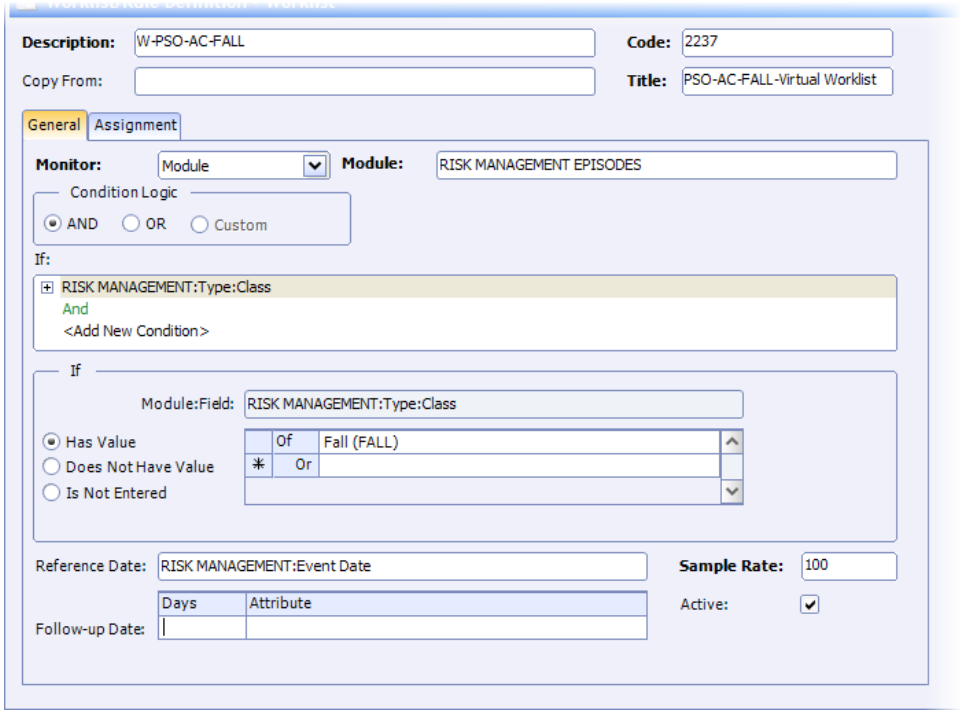


Figure 5: Worklist/Rule Definition—General Tab

The following is a list of fields that are pre-populated to the PSO Focus fields when the criteria defined in the worklist rule are met. Mapping for these fields is not needed.

PSO Focus term	Copy from
Anonymous reporter?	Risk:Entered by if RDE,Risk@
Anonymous reporter?	Risk:Entered by if not RDE,Risk@ OR null
Description of event or unsafe condition	Risk:Comments
Description of location of event or unsafe condition	Risk:Location
Event discovery date	Risk:Event Date
Event discovery time?	Risk:Event Time
Hispanic or Latino Descent	Registration: Hispanic
Initial report date (Focus Date)	Risk: Last Update Date upon creation of PSO Focus
Midas Risk Event No.	Risk:Event No.
Patient age at event	Calculated based on Date of Event and Date of Birth
Principal diagnosis code at discharge	Encounter:Diagnosis Principal (Code)
Reporter's Email Address	Risk:Entered by Employee Dictionary: Email
Reporter's Job or Position	Risk:Entered by Employee Dictionary:Job Title
Reporter's Name	Risk:Entered by Employee Dictionary: Name
Reporter's Phone	Risk:Entered by Employee Dictionary: Telephone

To define worklist rules for typical workflow

1. Select **Function** > **SmarTrack Worklists** > **Worklist/Rule Definition**.
2. Click **New Rule**, and then select **Worklist**.
3. Build as many Worklist Rules as your facility needs. However, each rule must monitor one of the following tables:
   - Module: Risk Management Episodes
   - Multiple: Risk Management Episodes: Referrals
   - Multiple: Risk Management Episodes: Referrals: Actions
4. On the **Assignment** tab (see Figure 6), be sure that:
   - **Virtual Worklist Target** has value of: `MIDAS AHRQ PSO ACUTE CARE`

- The **Remove Worklist Entries that No Longer Qualify** and **Appear More Than Once** check boxes are marked.

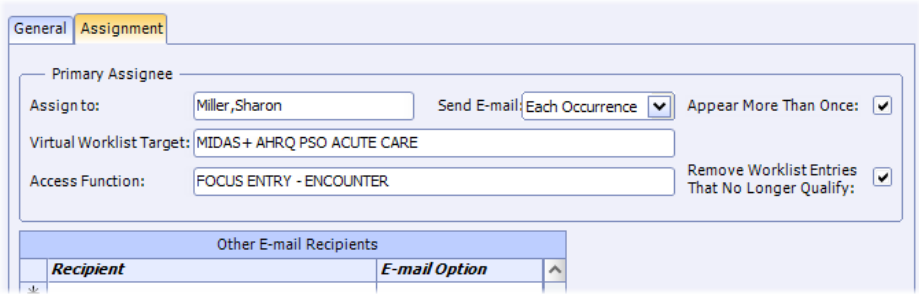


Figure 6: Worklist/Rule Definition—Assignment Tab

Define Worklist Rules using PSO-Acute Care Virtual Worklist Target (Alternate Workflow)

Worklist Rules created with the virtual worklist target determine what criteria trigger the creation of the Risk Event (under the Alternate Workflow described on page 2.8).

Once the criteria for the Worklist Rule are met, all of the following occur:

- A Risk Event is created
- Data is copied into the Risk Event based on values in the corresponding Focus field entries (see list below)
- A corresponding entry is placed on the associated worklist of the designated Midas Care Management user

Note: This Worklist Rule is triggered only once for a single Focus Study.

The Risk Event created includes data from the following fields.

Tab	PSO Focus term	Copy to
HERF	Focus ID	Risk:Event No.
HERF	Event discovery date?	Risk:Event Date
HERF	Event discovery time?	Risk:Event Time
HERF	Reporter's Name	Risk:Entered by or Focus,RDE@ (if anonymous)
HERF	Briefly describe…	Risk:Comments
HERF	Categories (first occurring)	Risk:Event Type
PIF	Extent of harm…	Risk:Significance
SIR	Factors contributing to event…	Risk:Parameters

In the Risk Event's **Date Received** field, the system enters the date the Rule conditions were met. The system enters a static term, PSO Location, in the Risk Event's **Location** field.

To define worklist rules for alternate workflow

1. Select **Function** > **SmarTrack Worklists** > **Worklist/Rule Definition**.
2. Click **New Rule**, and then select **Worklist**.
3. On the **General** tab (see Figure 7), in the **Monitor** field, select **Module**, and then, in the **Module** field, select **`FOCUS MIDAS AHRQ PSO ACUTE CARE.`**

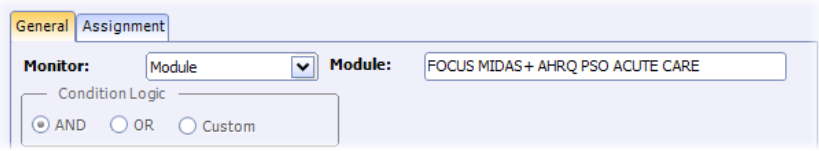


Figure 7: Worklist/Rule Definition—General Tab

4. Add conditions from fields in the Focus Study.
5. On the **Assignment** tab (see Figure 8), be sure that:
   - **Virtual Worklist Target** has value of: `MIDAS AHRQ PSO ACUTE CARE`
   - The **Remove Worklist Entries that No Longer Qualify** and **Appear More Than Once** check boxes are marked.

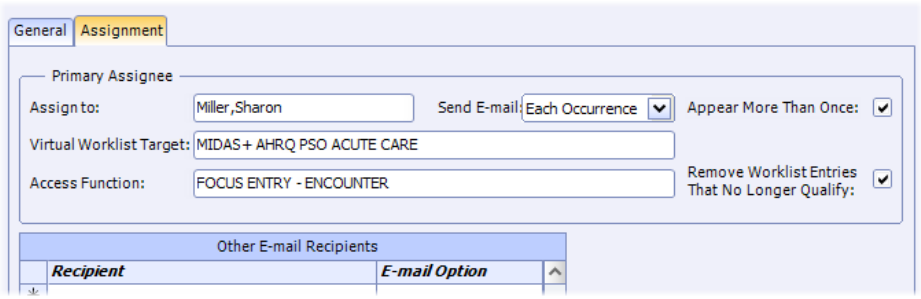


Figure 8: Worklist/Rule Definition—Assignment Tab

Special Considerations

Scenario 1

If the PSO Focus field "Description of Event or Unsafe Condition" is blank and data is subsequently entered in the associated qualifying Risk episode's Comments field sometime after the PSO Focus has been created and a Worklist Rule re-qualifies the associated Risk Event episode, those comments are copied into the associated existing PSO Focus for that event. However, once the PSO Focus field "Description of Event or Unsafe Condition" has any value, no subsequent modifications to the Risk Event Comments field are copied to the PSO Focus.

Note: Three conditions must be true for this scenario to execute:

- The PSO Field "Description of Event or Unsafe Condition" must be blank.
- The associated Risk episode must have an entry in the Comments field.
- The Risk Event episode must re-qualify for a rule that uses the Virtual Worklist Target of AHRQ PSO Acute Care.

Scenario 2

If the PSO Focus field "Principal Diagnosis Code at Discharge" is blank and data is subsequently entered in the associated Encounter Principal Diagnosis field **and** a Worklist Rule requalifies the associated Risk episode after the PSO Focus has been created, the Principal Diagnosis ICD description is copied into the associated existing PSO Focus for that event. However, no subsequent modifications to the Encounter Principal Diagnosis are copied to the PSO Focus.

Note: Three conditions must be true for this scenario to execute:

- The PSO Field "Principal Diagnosis Code at Discharge" must be blank.
- The associated encounter must have an entry in the Diagnosis multiple that indicates it is the principal diagnosis.
- The Risk episode must re-qualify for a rule that uses the Virtual Worklist Target of AHRQ PSO Acute Care.

Scenario 3

If a Risk episode that previously qualified to create a PSO Focus is deleted, the Risk Event episode is deleted but the associated PSO Focus with its data remains attached to the encounter. In order for the associated PSO Focus to be deleted, it must be specifically deleted using the Patient Delete function as a separate act from the Risk Event episode deletion.

The Virtual Worklist Target does not support non-patient events

Scenario 4

Only one PSO Focus is created for a Risk episode that qualifies for any worklist rule that uses the Virtual Worklist Target of AHRQ PSO Acute Care. If a subsequent Worklist Rule is triggered, another PSO Focus is *not* created and no update of mapped data occurs. If a given PSO Focus entry is deleted, the PSO Focus is recreated if the same case subsequently qualifies for the same or a different Worklist Rule.

Other Considerations

You can add additional tabs and questions to the PSO Focus but you cannot modify the focus fields or rules that Midas distributes. You can add rules to the definition but these rules cannot take action on any of the distributed fields.

The Midas AHRQ PSO Toolkit was initially developed using the AHRQ Common Formats version 1.1. Midas will maintain the toolkit to support new AHRQ Common Formats versions as they are released by AHRQ. As a result, note that new fields may have been added and fields no longer needed will be deactivated. Deactivated fields are no longer visible in the designated focus studies; however, the data from the deactivated fields will be available for historical reporting in ReporTrack and SmarTrack.

Map Terms Using Midas AHRQ PSO Acute Care Mapper

List the AHRQ Common Format Terms

In advance of accessing the Mapper you may want to produce a listing of the terms available for mapping. Midas Care Management offers two approaches to retrieving a listing of the AHRQ Common Format Terms and CDC Race & Ethnicity terms.

To list terms from Standard Reports

1. Select **Function** > **Reporting** > **Standard Reports** from the main menu bar.
2. In the **Report** field (see Figure 9), select **Dictionary Data Report**
3. In the **Dictionary** field, select both **AHRQ PSO Common Format** and **AHRQ PSO CDC Race & Ethnicity** from the Dictionary drop down menu, and then click **Compile**

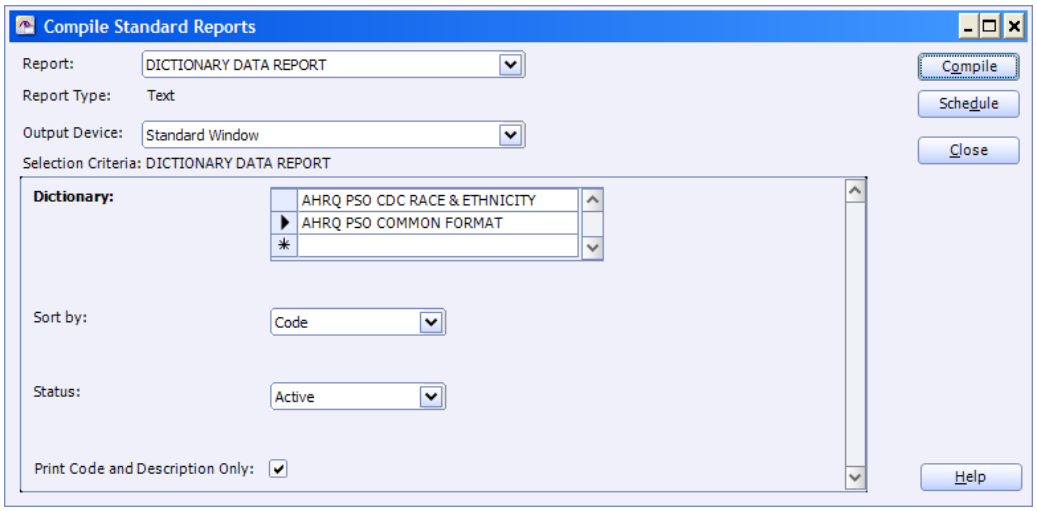


Figure 9: Dictionary Data Report

To list terms from ReporTrack

1. Select **Function** > **Reporting** > **ReporTrack** from the main menu bar.
2. Create an ad hoc report using ReporTrack. On the **Modules/Dicts** tab, mark the **Dictionaries** check box (see Figure 10).

3 In the **Data Source** field, choose **AhrqPSOCommonFormat**.

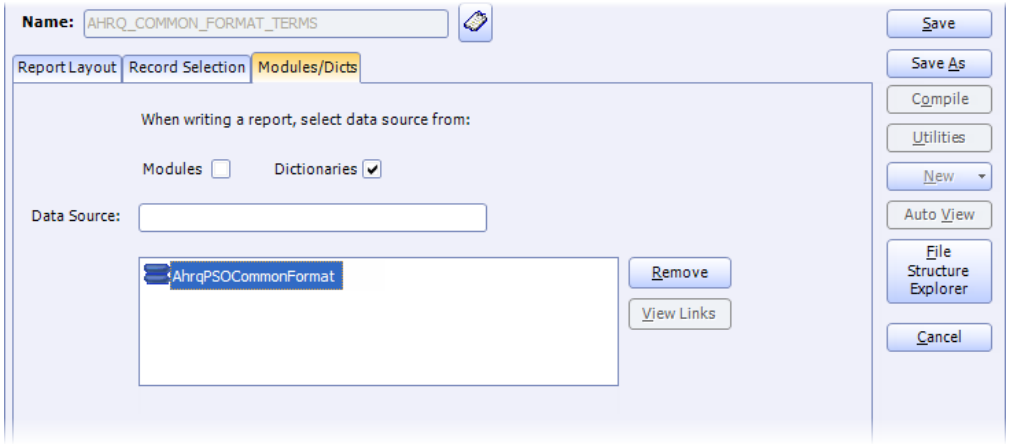


Figure 10: ReporTrack Modules/Dicts Tab

4 On the **Report Layout** tab (see Figure 11), choose **Code** and **Name** from the **Fields** list.

5 Generate the report directly to your printer or export to Excel.

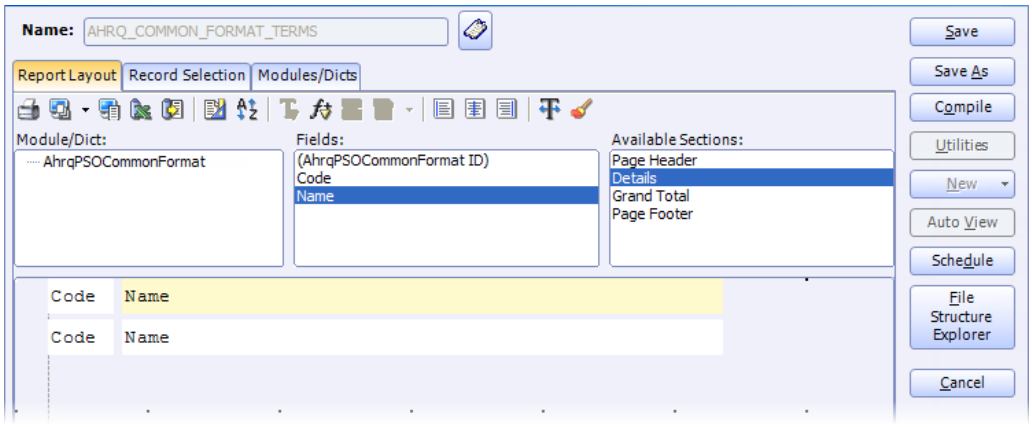


Figure 11: ReporTrack Report Layout Tab

6 Repeat step 3, choosing the **AhrqPSOCdcRaceEthnicity** Dictionary (see Figure 12).

7 Repeat steps 4 and 5 for the new Dictionary.

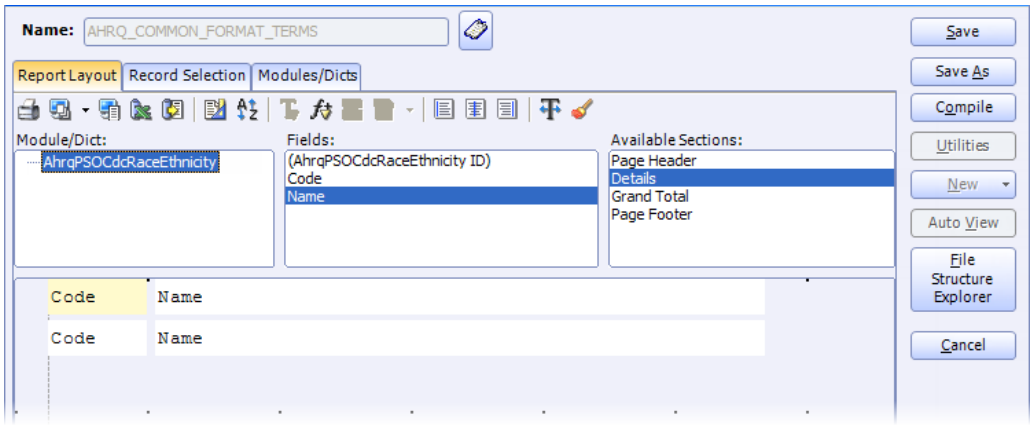


Figure 12: ReporTrack Report Layout Tab with AhrqPSOCdcRaceEthnicity Dictionary fields.

Map the Elements

The MIDAS AHRQ PSO ACUTE CARE MAPPER (Mapper) provides you with a mechanism to associate terms for various Risk Management dictionaries to corresponding terms used in the AHRQ Common Formats Version 1.2 for Acute Care. (AHRQ Common Format Terms are the allowable terms designated by AHRQ for the PSO Focus.)

Use of the Mapper is not required to use the PSO Focus; however, it is necessary if you want to pre-populate data from the Risk Event entry to the corresponding PSO Focus entry. Only terms associated with selected Risk Event Entry fields are available for mapping. As a result of the mapping process you may discover the need to refine or add terms to your Risk dictionaries.

Note: The Midas AHRQ PSO AC Mapper Focus Study should only have one episode; it has rules to warn against adding additional episodes. However, the same single episode can be modified as often as necessary.

Each tab of the Mapper shows you a PSO Focus question and the selected Risk dictionary that most closely relates to the intent of the PSO Focus question. Choose a term from the listing for which you have a corresponding user-defined term in the associated Midas Care Management dictionary. You may need to choose the same AHRQ Common Format Terms multiple times as you map your Midas Care Management terms. On the other hand, if you have no Midas Care Management terms to map to an AHRQ term, do not choose the AHRQ term. If you choose a term in the AHRQ column, you must choose a term in the associated Midas dictionary column and vice versa. The system will prevent you from saving the Focus Study episode if there are any duplicates in the Midas column. Blanks in either column result in that row being ignored.

Midas terms are the active terms from your Midas Care Management dictionary that you can map to the associated AHRQ terms. Choose a term from the Midas Care Management dictionary that has the same intended meaning as the associated AHRQ term. You can choose each Midas term only once when mapping a single question.

It is possible that you may not have terms in your Midas Care Management dictionaries to map to all possible AHRQ terms. As well, some terms in your Midas Care Management dictionaries may not have corresponding entries in the AHRQ Common Formats. This disparity may indicate the need for you to modify terms in your Midas Care Management dictionaries to ensure comprehensive mapping.

Use the following table in your mapping consideration. It shows the PSO Focus questions that are available for mapping along with the corresponding Midas Care Management dictionaries from which terms can be selected for mapping.

Question	AHRQ Terms	Midas Dictionary Name (Code)
What is being reported?	All related	Significance (106)
New: After any intervention to reduce harm, what was the degree of residual harm to the patient from the incident (and subsequent intervention)?	All related	Significance (106)
New: What is the anticipated duration of the harm to the patient?	All related	Significance (106)
Which of the following categories are associated with the event or unsafe condition?	All related	Risk Event Class (192)
Where did the event occur, or, if an unsafe condition, where does it exist?	All related	Location (5)
Who reported the event or unsafe condition?	All related	Info Source (97)
What factor(s) contributed to the event?	All related	Risk Parameters (139)
Was the event a National Quality Forum (NQF) Serious Reportable Event?	Yes only	Risk Outcome (36)
What was the applicable Serious Reportable Event?	All related	Risk Event Class (192) **or** Risk Event Type (8)
What is the patient's race?	All related	Registration: Ethnic Group (166)

To map the elements

1 Select **Function** > **Focus Study**> **Focus Entry - Process** from the main menu bar. The Focus Process Lookup form opens (see Figure 13).

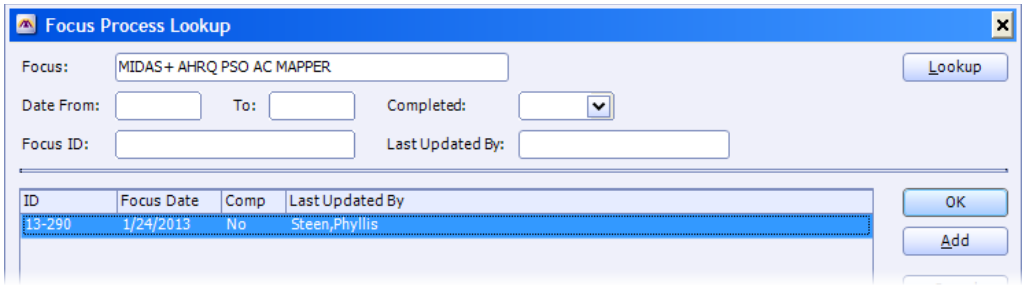


Figure 13: Focus Process Lookup

2 If you have not yet created a Mapper Focus Study, click **Add**.

You are restricted to a single Mapper Focus Study; if a Mapper already exists and you attempt to add another, a message appears and reminds you that only one Mapper episode can exist.

You can update previously mapped values by editing the existing Mapper. To do so, double-click it on the Focus Process Lookup form. The Mapper opens in the Process Focus Entry form (see Figure 14).

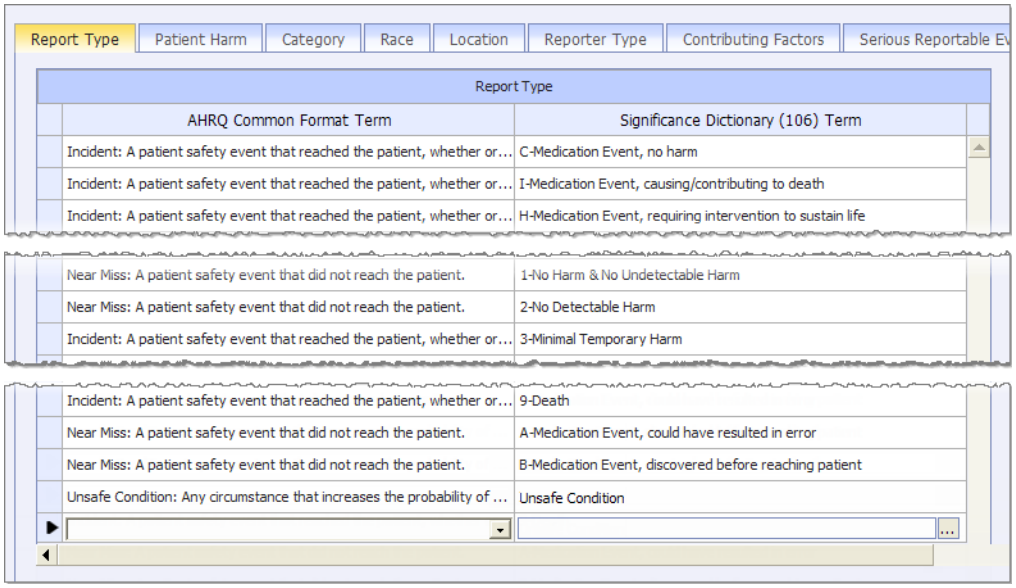


Figure 14: Midas AHRQ PSO AC Mapper—Report Type Tab

3 In the left column of the grid, select all of the applicable AHRQ terms you want to map for that question.

4 In the right column of the grid, select the corresponding Midas Care Management dictionary term that best matches the meaning of the AHRQ term in each row. As you map, give careful consideration to the meaning of the AHRQ term and your dictionary term.

5 Click **Save**. Midas strongly recommends that you save often to reveal any warning messages about duplicate or blank entries. An example of a warning message is shown in Figure 15.

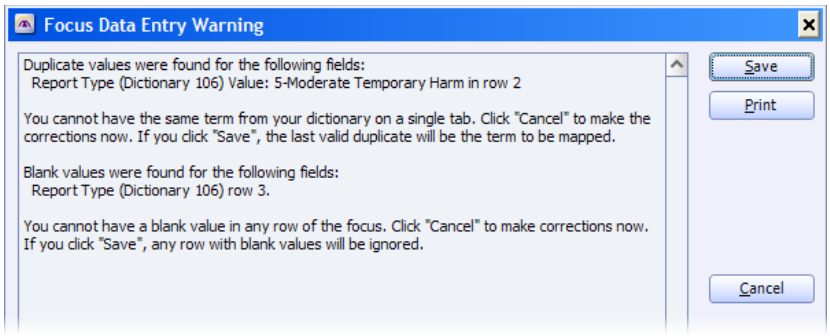


Figure 15: Example warning message

Examples of Mapping

Example 1

Figure 16 is an example of mapping "What is being reported?" to the Midas Care Management SIGNIFICANCE dictionary used in Risk. Note that the AHRQ terms of "Incident" and "Near Miss" are repeated multiple times. Mapped terms from the SIGNIFICANCE dictionary are used only once.

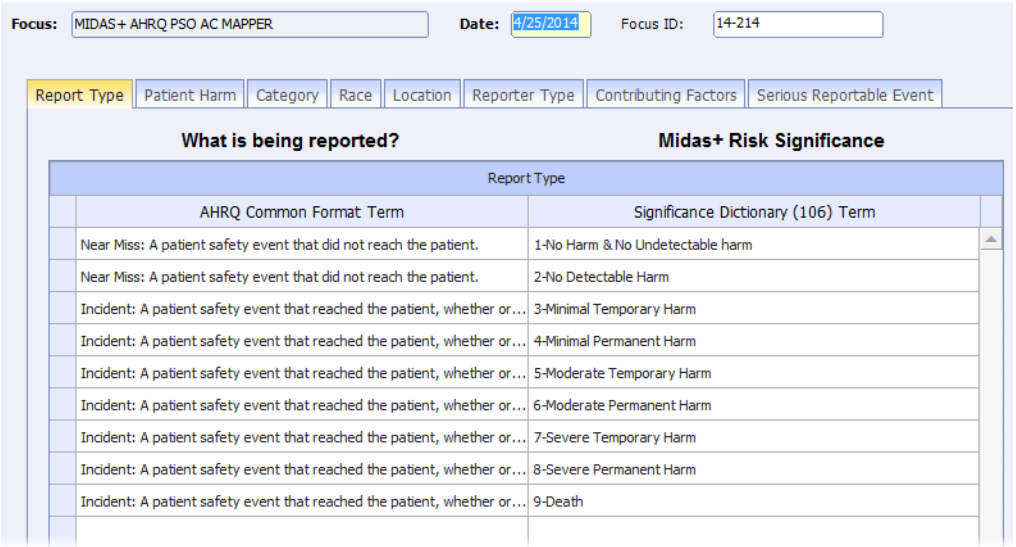


Figure 16: Midas AHRQ PSO AC Mapper—Report Type Tab

Example 2

Figure 17 is an example of mapping "After any intervention to reduce harm, what was the degree of residual harm to the patient from the incident (and subsequent intervention)?" to the Midas Care Management SIGNIFICANCE dictionary used in Risk.

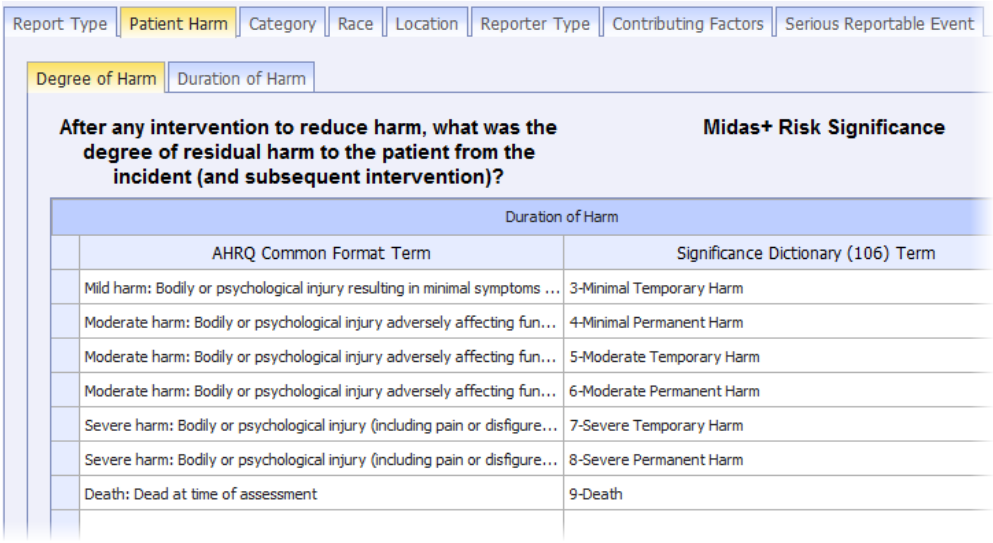


Figure 17: Midas AHRQ PSO AC Mapper—Degree of Harm Tab

Example 3

The last tab on the Mapper relates to Serious Reportable Events. There are two subtabs. The first subtab (see Figure 18) is labeled Serious Reportable Event and asks the question "Was the event a National Quality Forum (NQF) Serious Reportable Event?" Map only those terms equivalent to a Yes response.

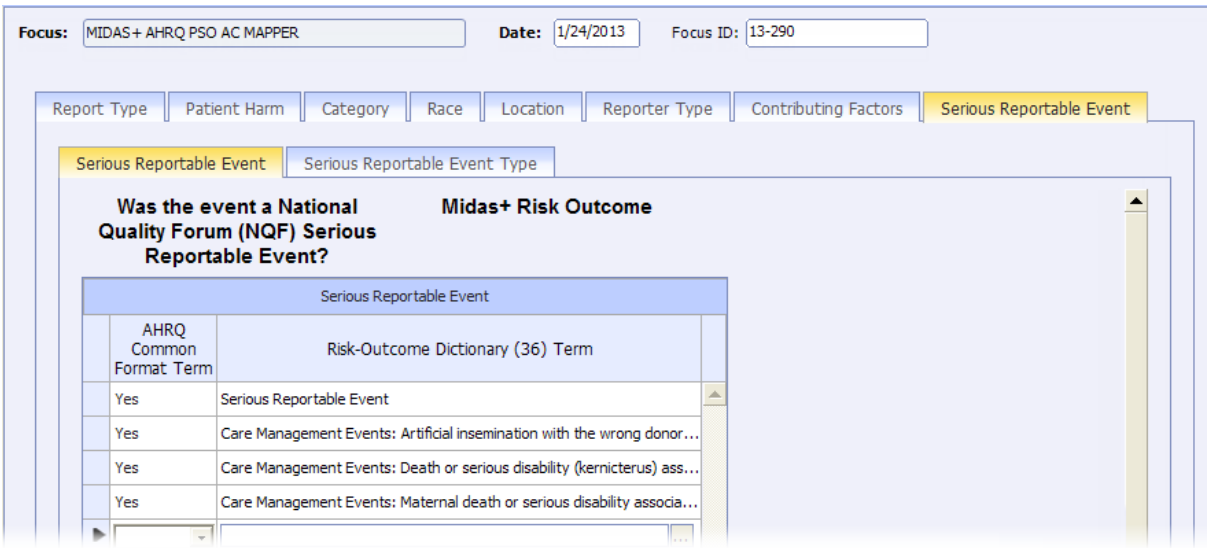


Figure 18: Midas AHRQ PSO AC Mapper—Serious Reportable Event Tab

The second subtab (see Figure 19) is labeled Serious Reportable Event Type and asks the question "What was the applicable Serious Reportable Event?" You may have applicable terms in your Risk-Event Class Dictionary (192) and in your Risk-Event Type Dictionary (8). However, to avoid duplicate entries, we recommend that you choose the more suitable dictionary for mapping based on your organization's unique needs. You can choose to change which dictionary is being mapped to this question at any time. However, to ensure that only one set of terms is mapped for this question, the system deletes all previous entries on this subtab when you select the alternate choice.

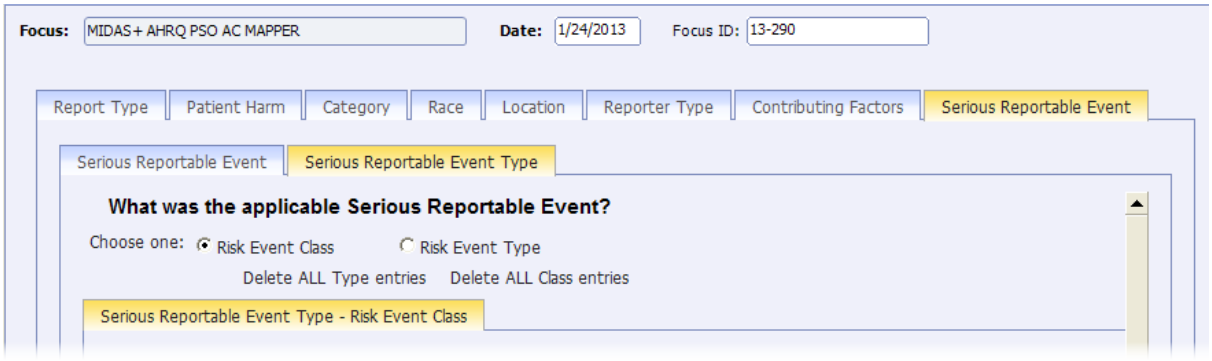


Figure 19: Midas AHRQ PSO AC Mapper—Serious Reportable Event Type Tab

Data Collection and Extraction

Risk Event Entry

Users enter events into Remote Data Entry (RDE) or Risk Event Entry.

Virtual Worklist Target Triggers the PSO Focus

When the qualifying criteria that trigger the Worklist Rule are met (see Figure 20), the PSO Focus is created and a corresponding entry is placed on the associated worklist of the designated Midas Care Management user. Access the PSO Focus from your Worklist by double-clicking on the italicized activity line.

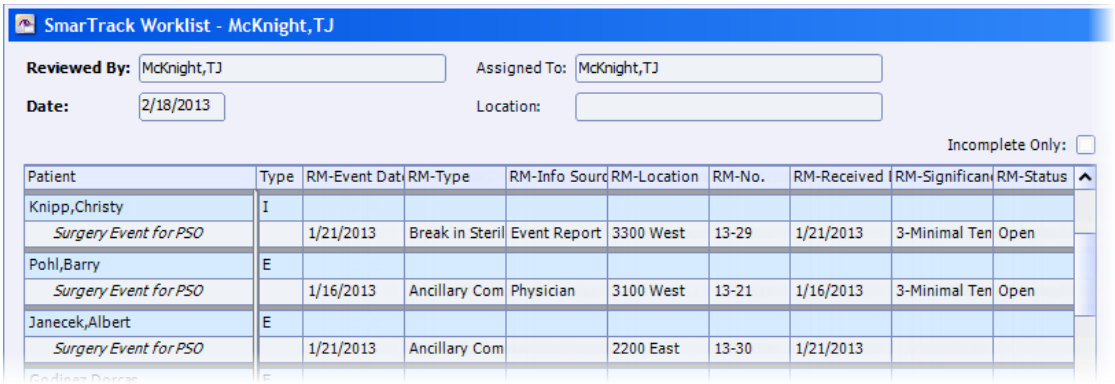


Figure 20: SmarTrack Worklist

Midas AHRQ PSO Acute Care Focus Study

Various fields in the PSO Focus are auto-populated upon creation of the focus entry by the Virtual Worklist Target feature. These include the Registration, Encounter and Risk Event Entry fields listed earlier.

The PSO Focus was designed to correspond to the latest paper forms that AHRQ distributes. In addition, Rules have been included that provide real-time navigation for ease of data entry. One or more of the tabs listed below are visible.

- HERF — Healthcare Event Reporting Form
- PIF — Patient Information Form
- SIR — Summary of Initial Report
- Transmittal File

- Event-specific tabs include:
  - Blood or Blood Product
  - Fall
  - Perinatal
  - Pressure Ulcer
  - Device or Medical/Surgical Supply
  - Healthcare-Associated Infection
  - Medication or Other Substance
  - Surgery or Anesthesia
  - Venous Thromboembolism

Access the AHRQ website at `http://www.pso.ahrq.gov/` for further information on these forms.

HERF Tab

The Healthcare Event Reporting Form (HERF) tab (see Figure 21) is created for all encounter-based PSO Focus Studies.

The Virtual Worklist Target copies the Risk Event Entry Comments tab into the **Briefly describe the event that occurred or unsafe condition** field on the HERF tab. This Midas Comments field allows an entry up to 32,500 characters. However, the PPC accepts only 1,000 characters in this field. You may choose to edit your Comments to 1,000 characters prior to submission to a PSO or submit the full text entry to the PSO. The PSO will limit the entry for submission to the PPC.

If you have mapped any terms for the AHRQ question **Which of the following categories are associated with the event or unsafe condition?** the mapped value is visible in this field and the corresponding event-specific tab becomes visible. If there is no value auto-populated in this field you can trigger the applicable tab(s) by choosing one or more categories that best describe the event being reported.

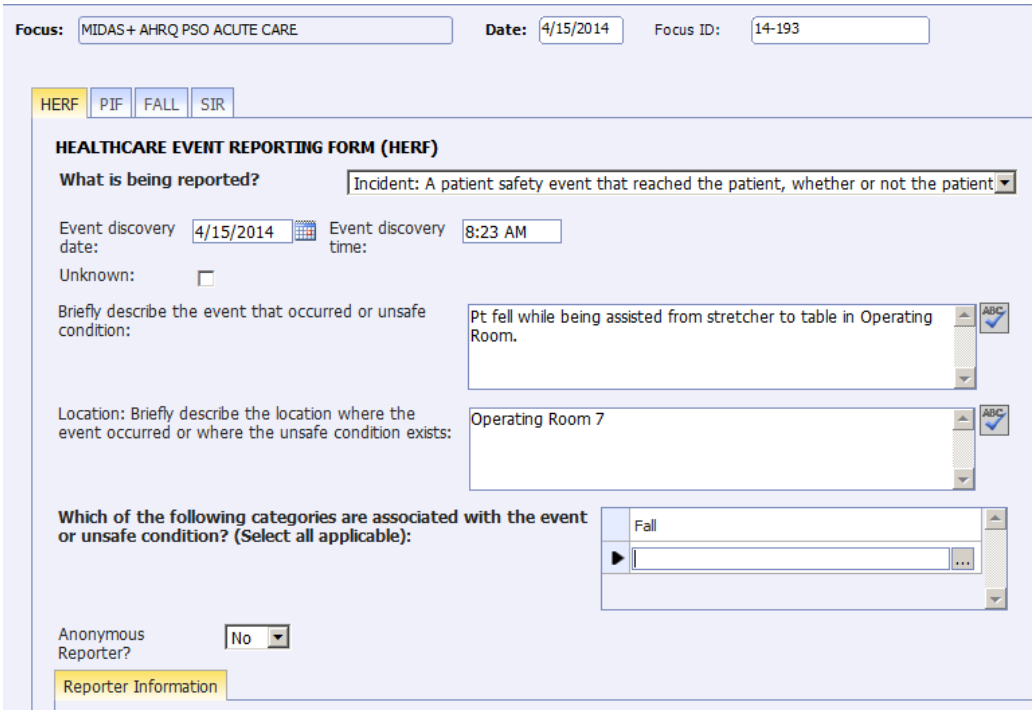


Figure 21: Midas AHRQ PSO Acute Care Focus Study—HERF Tab

Complete as many of the fields on the HERF tab as possible. Note that only the **What is being reported?** field is mandatory; it may be auto-populated based on mapping. Branching logic, applied as you answer each question, determines which additional fields are subsequently visible.

PIF Tab

If the **What is being reported?** field on the HERF tab has a value which contains Incident, the Patient Information Form (PIF) tab (see Figure 22) is displayed.

Midas pre-populates the **At the time of event, what was the patient's age** field, and the **Enter the patient's ICD-9-CM or ICD-10-CM principal diagnosis code at discharge (if available)** field if the data is available at the time the PSO Focus is created. You can edit these field values if necessary.

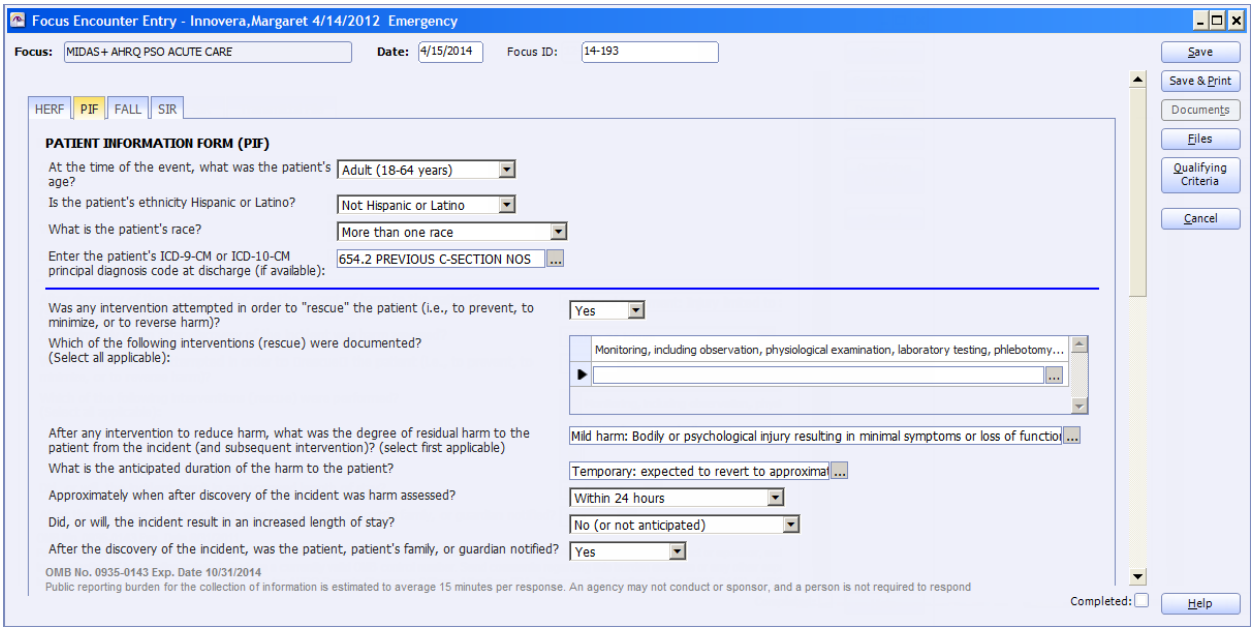


Figure 22: Midas AHRQ PSO Acute Care Focus Study—PIF Tab

Complete as many of the fields on the PIF tab as possible. Branching logic, applied as you answer each question, determines which additional fields are subsequently visible.

Event-specific Tab

In the following example we use the Fall event-specific tab (see Figure 23); however, keep in mind that the event-specific tab that appears is based on the response value you selected for the AHRQ question **Which of the following categories are associated with the event or unsafe condition?** which appears on the HERF tab. In some cases more than one event-specific tab may be visible.

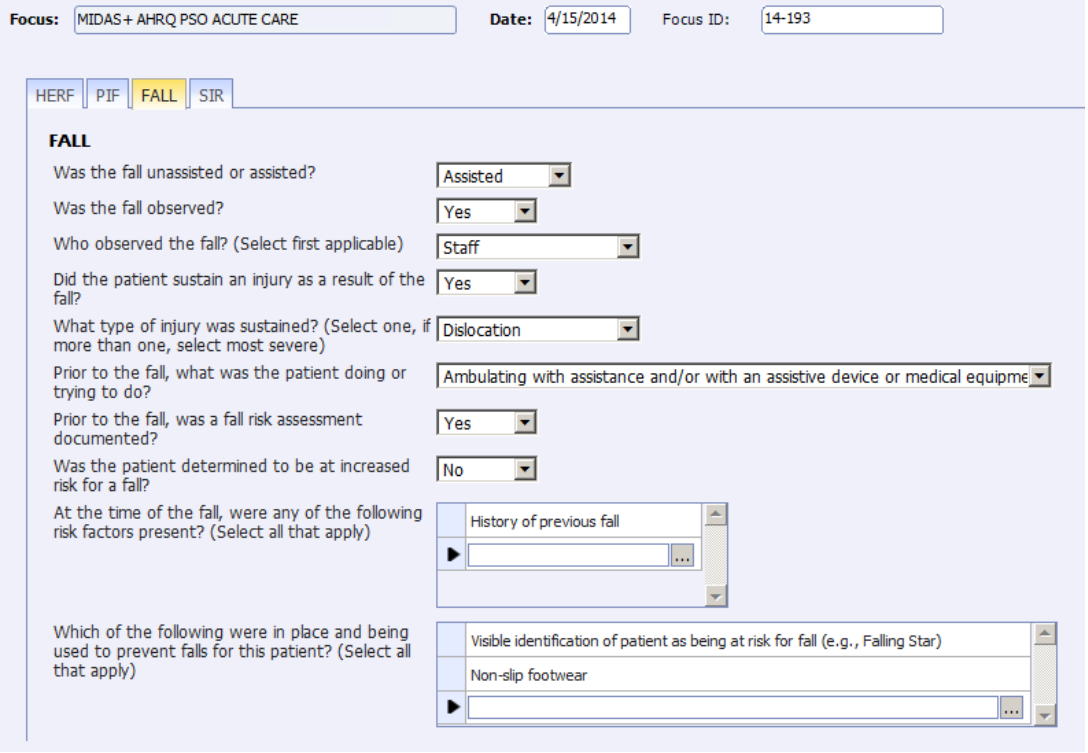


Figure 23: Midas AHRQ PSO Acute Care Focus Study—Fall Tab

Complete as many of the fields on the event-specific tab as possible. Branching logic, applied as you answer each question, determines which additional fields are subsequently visible.

SIR Tab

The Summary Information Report Form (SIR) tab (see Figure 24) is visible for all PSO Focus entries.

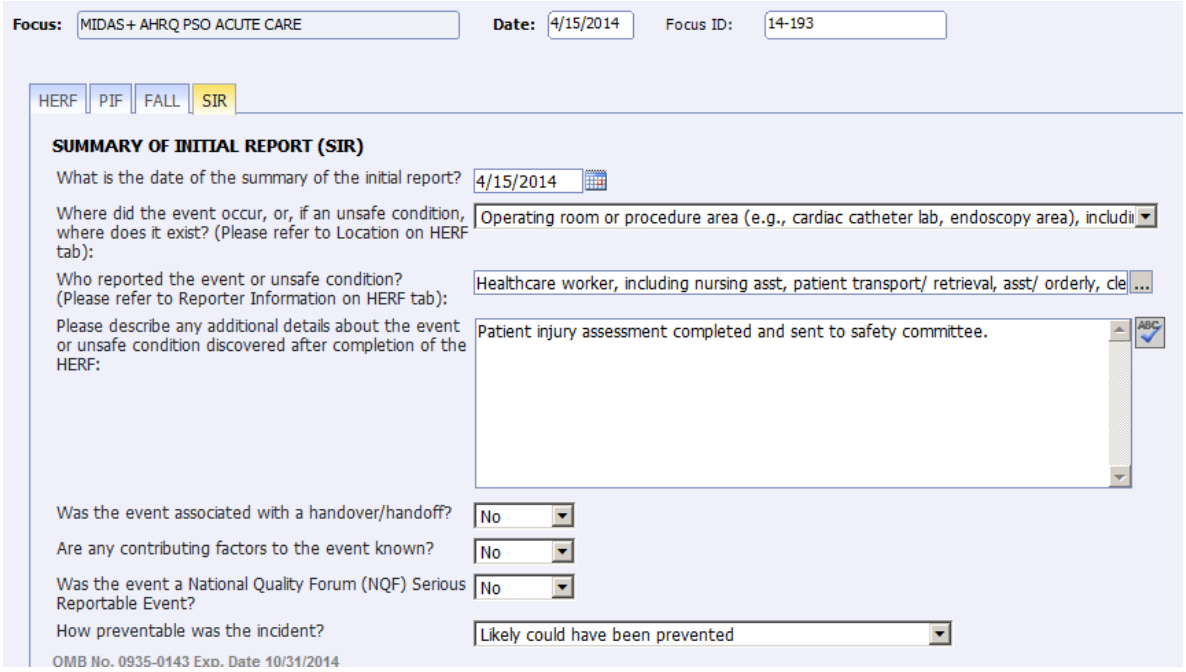


Figure 24: Midas AHRQ PSO Acute Care Focus Study—SIR Tab

The date that appears in the **What is the date of the summary of the initial report?** field, which you can edit, is initially copied from the date in the **Date** field at the top of the form (between the **Focus** field and the **Focus ID** field), which is equal to the date that the case qualified for the Worklist Rule and the PSO Focus was created.

Complete as many of the fields on the SIR tab as possible. Branching logic, applied as you answer each question, determines which additional fields are subsequently visible.

File Attachments

You can attach files by clicking the **Files** button (see Figure 25); all attached files are transmitted to the PSO and are considered to be PSWP. Attachments from the original Risk entry are not copied to the PSO Focus; you should choose which documents and images, if any, you want to share with the PSO.

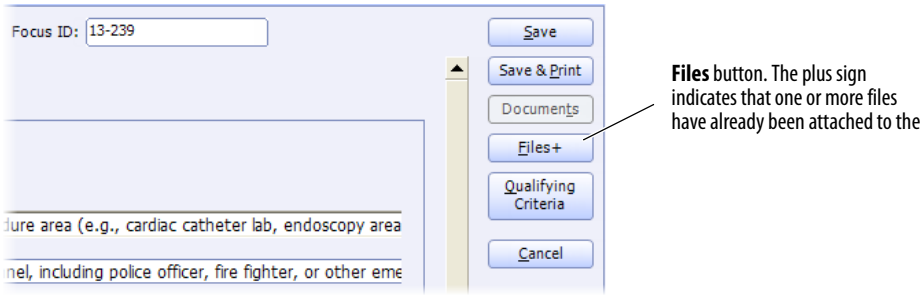


Figure 25: Focus Study Files Button

Transmittal File Tab

Use the Transmittal File Tab to indicate the episode is ready for transmission. Regardless of which MIDAS AHRQ PSO Focus Study you are using, the Transmittal File tab is the same, and is used the same way. For detailed instructions, see "Transmittal File Tab" on page 35.

Midas AHRQ PSO Acute Care Unsafe Condition Focus Study

Use this Focus Study to record Safety Events that do not involve a patient, and report a situation that is only *potentially* hazardous.

The PSO Focus Study was designed to correspond to the latest paper forms that AHRQ distributes. In addition, Rules have been included that provide real-time navigation for ease of data entry. One or more of the tabs listed below are visible.

- HERF — Healthcare Event Reporting Form
- SIR — Summary of Initial Report
- Transmittal File
- Event-specific tabs include:
  - Blood or Blood Product
  - Device or Medical/Surgical Supply
  - Medication or Other Substance

Access the AHRQ website at `http://www.pso.ahrq.gov/index.html` for further information on these forms.

HERF Tab

The Healthcare Event Reporting Form (HERF) Tab (see Figure 26) is created for all PSO Focus Studies.

In the **Briefly describe the event that occurred or unsafe condition** field, you can create an entry of up to 32,500 characters. However, the PPC accepts only 1,000 characters in this field. You may choose to edit your Comments to 1,000 characters prior to submission to a PSO or submit the full text entry to the PSO. The PSO will limit the entry for submission to the PPC.

If you have mapped any terms for the AHRQ question **Which of the following categories are associated with the event or unsafe condition?** the mapped value is visible in this field and the corresponding event-specific tab becomes visible. You can make the applicable tab(s) become visible by choosing one or more categories that best describe the event being reported.

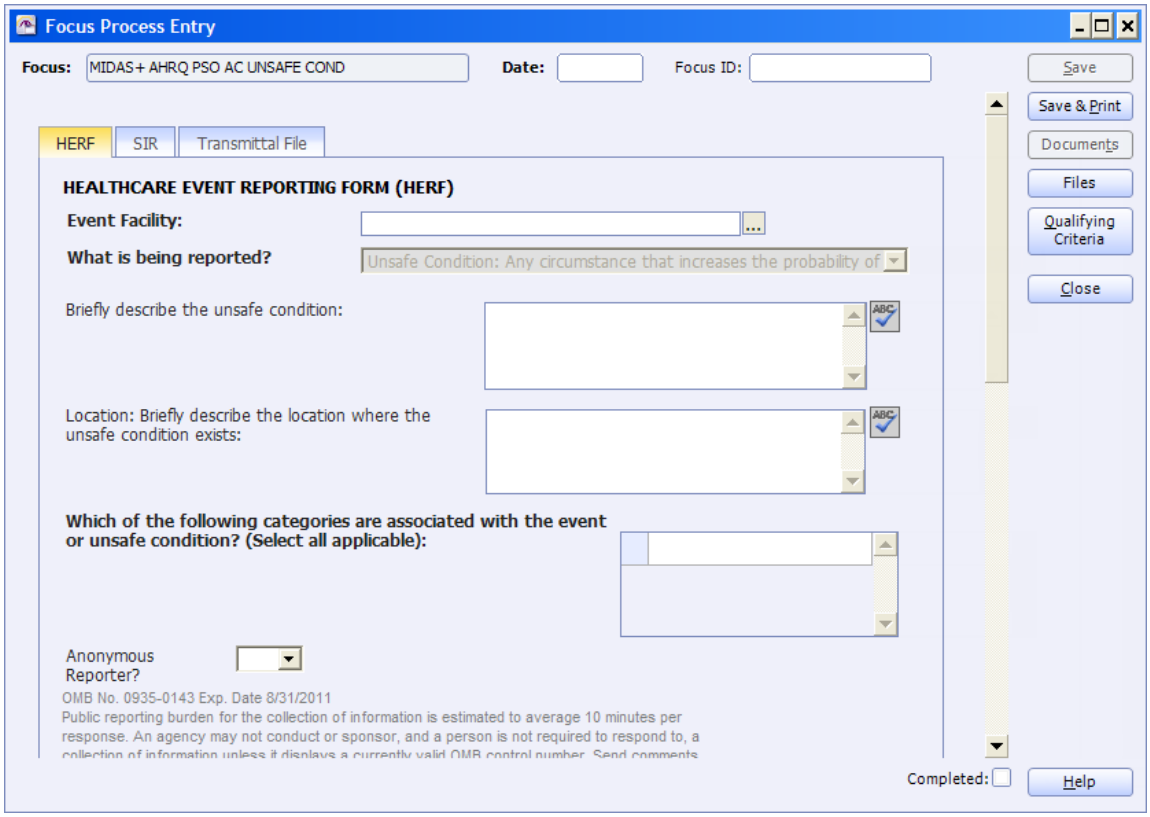


Figure 26: Midas AHRQ PSO AC UNSAFE COND Focus Study–HERF Tab

Complete as many of the fields on the HERF tab as possible. Note that the only mandatory fields are "What is being reported?" and "Which of the following categories are associated with the event or unsafe condition? Branching logic, applied as you answer each question, determines which additional fields are subsequently visible.

Event-specific Tab

In the following example we use the Medication or Other Substance event-specific Tab (see Figure 27); however, keep in mind that the event-specific tab that appears is based on the response value you selected for the AHRQ question **Which of the following categories are associated with the event or unsafe condition?** which appears on the HERF tab. In some cases more than one event-specific tab may be visible.

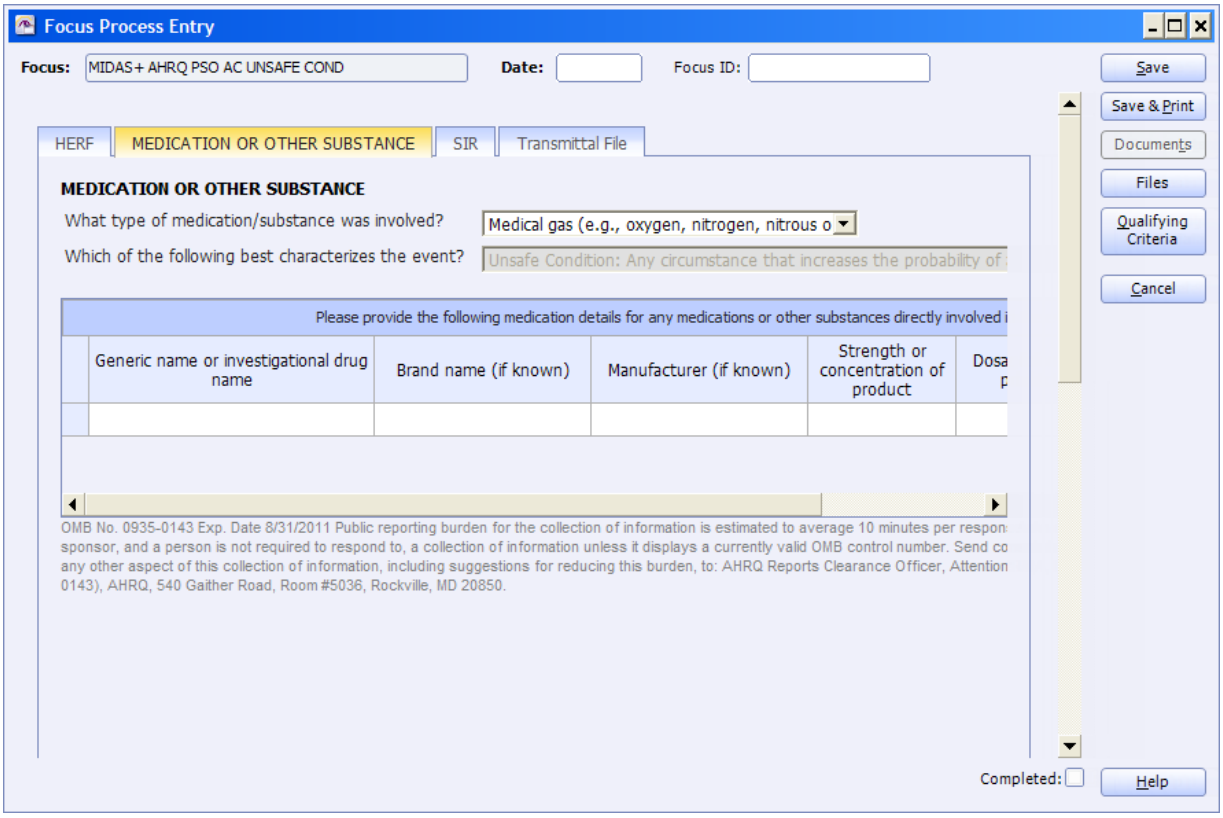


Figure 27: Midas AHRQ PSO AC UNSAFE COND Focus Study–Medication or Other Substance Tab

Complete as many of the fields on the event-specific tab as possible. Branching logic, applied as you answer each question, determines which additional fields are subsequently visible.

SIR Tab

The Summary Information Report Form (SIR) tab (see Figure 28) is visible for all PSO Focus entries.

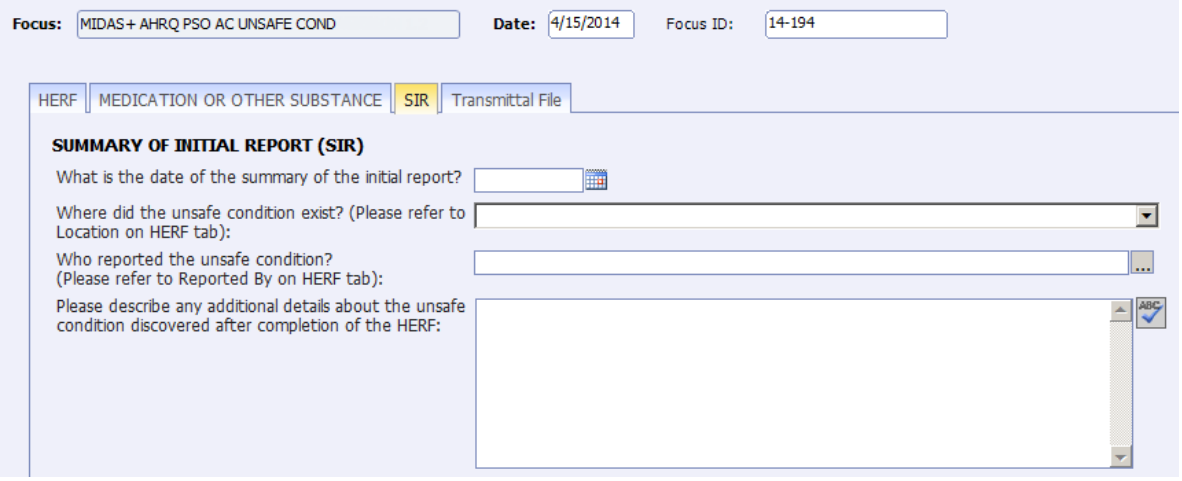


Figure 28: Midas AHRQ PSO AC UNSAFE COND Focus Study–SIR Tab

Complete as many of the fields on the SIR tab as possible. Branching logic, applied as you answer each question, determines which additional fields are subsequently visible.

File Attachments

You can attach files by clicking the **Files** button (see Figure 29); all attached files are transmitted to the PSO and are considered to be PSWP. You should choose which documents and images, if any, you want to share with the PSO.

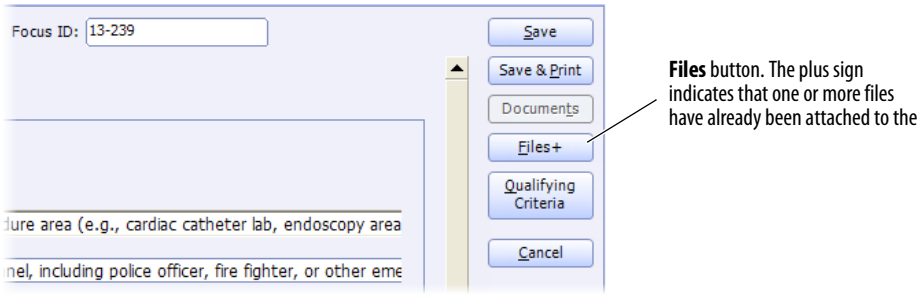


Figure 29: Focus Study Files Button

Transmittal File Tab

Use the Transmittal File Tab to indicate the episode is ready for transmission. Regardless of which MIDAS AHRQ PSO Focus Study you are using, the Transmittal File tab is the same, and is used the same way. For detailed instructions, see “Transmittal File Tab” on page 35.

Transmittal File Tab

Regardless of which MIDAS AHRQ PSO Focus Study you are using, the Transmittal File tab is the same, and is used the same way.

Indicate Episode is Ready for Transmission

Each PSO Focus episode must be specifically designated to be sent to a PSO. This ensures that only those PSO Focus cases you designate are sent to the PSO and that each case is sent only when you deem it is ready to be submitted. Once a case is submitted to the PSO, it cannot be rescinded; do not initiate transmission of a case until you are confident in your decision to do so.

The Transmittal File Tab (see Figure 30) is available to a user with the proper security access; on this tab, you can designate each case for inclusion in the file to be submitted to one or more PSOs.

When you have determined that this record is ready to be transmitted the next time the records are extracted for submission, on the Transmittal File tab, in the Transmittal Queue grid, indicate the Recipient PSO, and then, in the Include column, choose Yes from the drop-down. You can send the same PSO Focus episode to a PSO as often as needed.

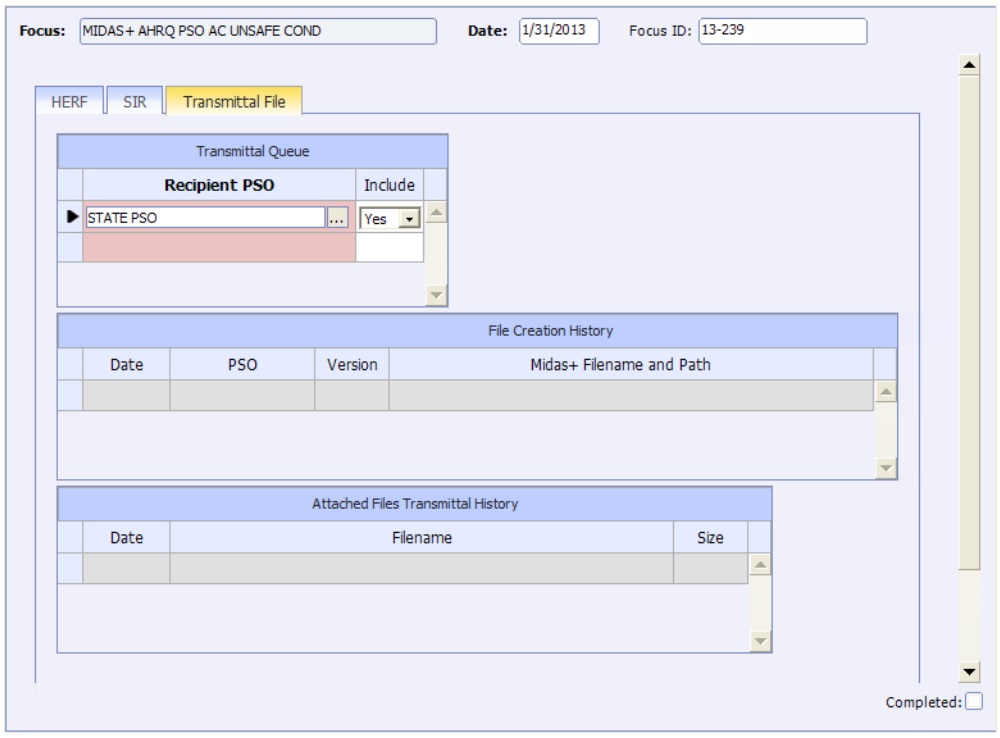
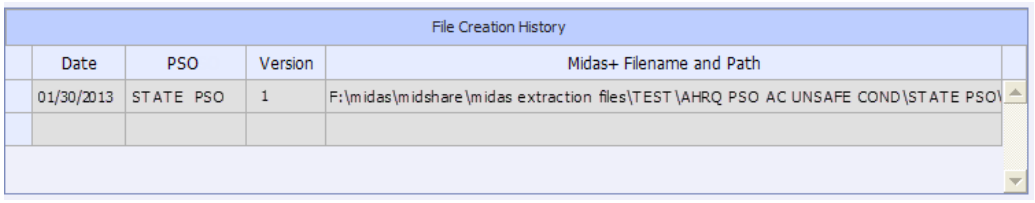


Figure 30: Midas AHRQ PSO AC UNSAFE COND Focus Study–Transmittal File Tab

You can choose to submit the case to your PSO at various points during your data collection process. Or you can choose to wait and extract the file for submission to your PSO only when data collection has been fully completed. The File Creation History grid (see Figure 31) displays the date the file was created and for which PSO. The version column indicates the version that was created by the extraction process. Each file extraction is recorded in the File Creation History grid.

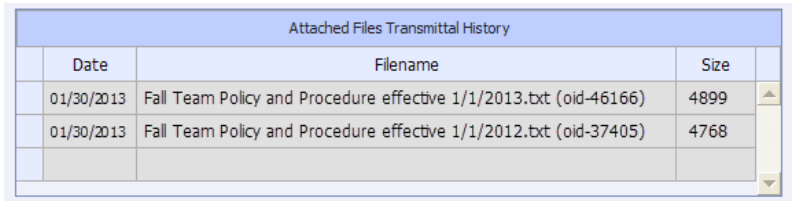
The Midas Filename and Path indicates where the file is stored in the Midshare directory on your Midas Care Management server.


File Creation History

Date	PSO	Version	Midas+ Filename and Path
01/30/2013	STATE PSO	1	F:\midas\midshare\midas extraction files\TEST\AHRQ PSO AC UNSAFE COND\STATE PSO\

Figure 31: Midas AHRQ PSO AC UNSAFE COND Focus Study–Transmittal File Tab

As stated earlier, any attached files are transmitted to the PSO. The Attached Files Transmittal History (see Figure 32) shows the date, filename, and size of the attachment that was extracted. Midas Care Management sends each attachment once. Each attachment should be uniquely named. If you want to send an updated version of an attachment to the PSO, ensure it has a name different from the original.


Attached Files Transmittal History

Date	Filename	Size
01/30/2013	Fall Team Policy and Procedure effective 1/1/2013.txt (oid-46166)	4899
01/30/2013	Fall Team Policy and Procedure effective 1/1/2012.txt (oid-37405)	4768

Figure 32: Midas AHRQ PSO AC UNSAFE COND Focus Study–Transmittal File Tab

Extraction

Each PSO Focus episode represents a unique file. You can transmit files for any facility to any PSO on whatever schedule you choose. Use the Standard Report titled MIDAS PSO AC EXTRACTION FILE to compile the cases that have been designated as ready for submission to the PSO.

To extract a file for submission

1. Select **Function** > **Reporting** > **Standard Reports** from the main menu bar.
2. In the **Report** field (see Figure 33), enter `MIDAS AHRQ PSO ACUTE CARE EXTRACTION FILE`.
3. Select values using the drop down menus for:
   - Facility
   - PSO

4 Click **Compile**.

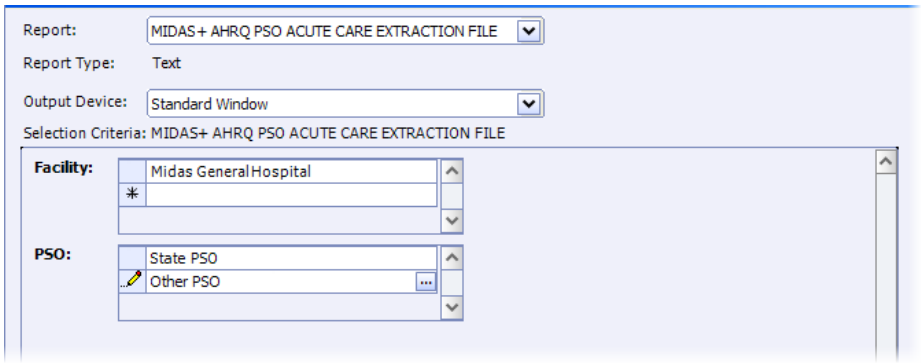


Figure 33: Midas AHRQ PSO Acute Care Extraction File Standard Report

Midas Care Management identifies which cases are currently designated for submission to a particular PSO based on the Include value of "Yes" in the Transmittal Queue grid on the Transmittal File tab of the PSO Focus and includes all cases that qualify in the extraction process. An extraction file for each requested PSO for each designated case is created and posted in the Midshare folder (see Figure 34). The path name looks like this:

```
midas\midshare\midas extraction
files\AHRQ PSO AC\PSOName\FacilityCode\Date\FocusID
```

Use the following guide to understand where to find the files you need to send.

What	In the example screen
Midas (root folder)	midas
➥**Midshare** (shared folder)	Midshare
➥**Midas extraction files**	midas extraction files
➥**Midas area** (your Midas area name, may vary)	TEST
➥**AHRQ PSO Acute Care** (kind of extraction file)	AHRQ PSO AC
➥**PSO Name** (may vary)	State PSO
➥**Facility Code** (may vary)	DOC
➥**Date (YYYYMMDD)** (will vary)	20110627

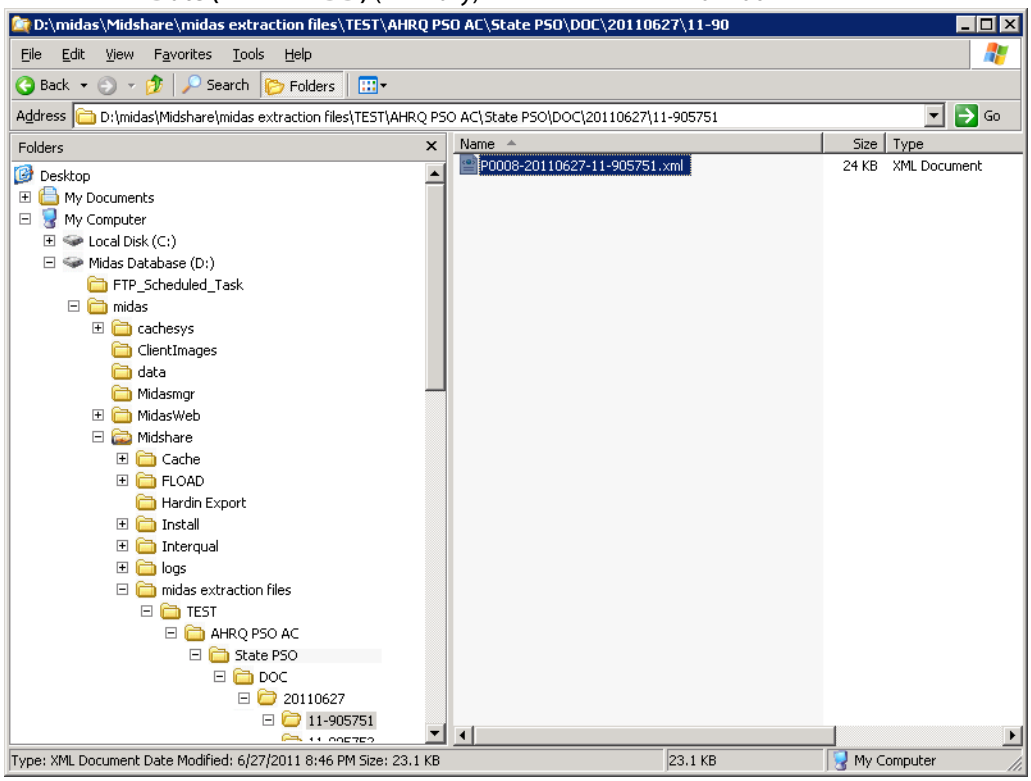


Figure 34: Midshare Folder

5 Midas Care Management displays a printable report (see Figure 35) indicating that the extraction is complete.

```
4/31/2014                      MidasPlus 2011.2.0 Area                        PAGE 1
12:10 pm                     Midas PSO AC Extraction File
                           Facility: Midas General Hospital
                                    PSO: State PSO
                             Compiled By: Barnes,Jennifer
--------------------------------------------------------------------------------
File Path/Name                                                                Size
--------------------------------------------------------------------------------
F:\midas\midshare\midas extraction files\TEST\AHRQ PSO AC\STATE PSO\J\20140431\  28.8 KB
11-8388\P0001-20140431-11-8388.xml
F:\midas\midshare\midas extraction files\TEST\AHRQ PSO AC\STATE PSO\J\20140431\  27.4 KB
11-8389\P0001-20140431-11-8389.xml
```

Figure 35: Midas PSO AC Extraction File

After the case has been extracted, and the associated file created, the **Include** value in the Transmittal Queue grid of the Transmittal File tab in the PSO Focus is changed from Yes to <blank>.

You can establish security on your Midas Care Management server to allow only selected individuals to have access to the extraction files. Security is established by your IT department, not through Midas Care Management securities. Contact your IT department for access to these folders.

There is no standard transmission process for submission of these extraction files to your PSO(s). You must contact your PSO for detailed instructions on how to submit these files. Midas recommends that you gather the files and compress them into a .ZIP file prior to sending to the PSO.

Midas AHRQ PSO Original Data Report

The MIDAS AHRQ PSO ACUTE CARE ORIGINAL DATA Report displays the answers to questions on the PSO Focus that were entered and initially stored with the first Save of the data. The report displays all of the questions (on at least 6 pages) and any of the answers entered. Focus RDE Entry is considered a first Save of PSO data. Data copied into the PSO Focus from a Risk Event is not considered a first Save of the related event data.

The data displayed on this report (and the report itself) is available only if your facility has set the site parameter SAVE PSO FOCUS ORIGINAL DATA? to Yes.

You can use the **Only print fields that have values?** check box to control the length of the report. If you mark the check box, the report output displays only those data fields in which users have entered data. This results in a shorter, more compact report, and uses fewer pages than if all questions were printed regardless of whether the corresponding fields contained data.

Reporting

Midas Care Management offers a complete suite of reporting technologies for your site-specific reporting needs. All of the fields in the MIDAS AHRQ PSO ACUTE CARE Focus Study are available with ReporTrack and SmarTrack Indicators, so you have maximum flexibility and customization to meet your organization's unique need. Note that fields in previous versions that have been deactivated are still available for historical reporting