TITLE: CONSORTIUM-PSO Common Format Policies and Procedures

EFFECTIVE DATE: September 1, 2009 and Revised September 1, 2010

Purpose:

To utilize common formats in order to allow participating healthcare providers to collect and submit Patient Safety Work Product ("PSWP") to the Component-PSO in a standardized manner that permits valid comparisons of similar cases in order to facilitate shared learning and improve patient safety and the quality of healthcare delivery. Where possible, the Consortium will use AHRQ developed common formats but given the specialized nature of this project, the AHRQ common formats may be of limited use.

Policy:

(1) Common Formats: The Consortium-PSO and participating healthcare providers will collaborate to determine which specific patient safety events shall be reported to the Component-PSO. If an event is reportable to the Consortium Component-PSO, common formats for reporting will be utilized for submitting the information. Common formats can be used by front-line reporters, patient safety managers, quality managers, or abstractors. Currently, the data being collected by the Consortium-PSO is retrospective, aggregated data. In the first year, it will be data from year 2006. Given that this is retrospective data, there are limitations as to what will be available. However, the Consortium-PSO has developed a common format for this data and a uniform reporting mechanism. The common format will be revised for the second year of data collection but will be standardized across all participating healthcare providers providing data to the Consortium-PSO.

In addition to the retrospective data identified above, the Consortium-PSO will be establishing in 2010 an environmental scan project working with the Center for Business Models in Healthcare. This project will develop a standardized survey tool to collect data from a subset of participating providers. A common format will be used at each participating site.

(2) Version 0.1 Beta Forms: Where possible, the Component-PSO would require participating healthcare providers to use Version 0.1 Beta of the common formats developed by AHRQ, but generally given the nature of this specialized project and the data elements being collected, a common format will be developed by the Consortium-PSO or for information collecting and reporting.
(3) The Mammography Quality Measures Advisory Board of the Consortium-PSO is responsible for developing the mammography common measures for collection.

(4) The Treatment Quality Measures Advisory Board of the Consortium-PSO is responsible for developing the treatment common measures for collection.

(5) CBM-HC in collaboration with Consortium staff and the Mammography Quality Measures Advisory Board and the Treatment Quality Measures Advisory Board are responsible for developing the environmental scan survey tool.

(6) Data Collection: The common data elements for collection are laid out in the attachments. The data collection tools comprise of the following:
   (a) instructions for data collection for mammography screening;
   (b) excel spreadsheet for mammography screening data collection;
   (c) instructions for data collection for treatment measures;
   (d) excel spreadsheet for treatment measures;
   (e) chart abstraction tool;
   (f) access database to facilitate aggregation of data for treatment measures if abstraction tool is utilized; and
   (g) examples of treatment data collection.

Recognizing that this data collection is for retrospective data, the Consortium-PSO acknowledges that certain Participating Healthcare Providers may not have all data elements available to them. The Consortium-PSO shall request that whatever is available be provided in the common format developed by it.

(6) Training: Training on common data elements and data collection will be offered to all Participating Healthcare Providers. Training will consist of conference calls and PowerPoint presentations. If requested, on site or individual training will also be available. Training for second year of data collection will include additional training specific to collection of Patient Safety Work Product.

**References:**

AHRQ Common Formats for Patient Safety Organizations Users Guide
http://www.psoppc.org/web/patientsafety/home

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