TITLE: CONSORTIUM-PSO Patient Safety Evaluation System Policies and Procedures

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

Purpose:
To develop a process to perform the collection, management and analytic activities related to the operation of a patient safety evaluation system ("PSES"), including the provision of feedback to participants in a PSES.

Policy:
The Consortium-PSO shall work with participating healthcare providers and the Illinois Hospital Association (IHA) to ensure the development and effective utilization of a PSES to improve patient safety in accordance with the Patient Safety Act. The Consortium-PSO will work with contractors or subcontractors to ensure the development and effective utilization of a PSES to improve patient safety in accordance with the Patient Safety Act.

Procedures:
(1) The Consortium-PSO may communicate with participating healthcare providers to determine what assistance the Consortium-PSO may provide in order to ensure each participating healthcare provider conducts patient safety activities through the establishment of a PSES. Participant training in the establishment of a PSES will be provided by the Consortium-PSO in collaboration with the IHA. A Participating Healthcare Provider’s PSES must:

(i) designate secure physical and electronic space for the conduct of patient safety activities within the participating healthcare provider;

(ii) delineate what information should be collected and submitted to the participating healthcare providers’ PSES;

(iii) delineate all steps necessary to clearly document when information is collected and submitted to the participating healthcare providers' PSES for purposes of reporting to the Consortium-PSO;

(iv) delineate when and how PSWP reported to the participating healthcare providers' PSES may be analyzed before such information is reported to the Consortium-PSO to determine whether it is appropriate for reporting to the Consortium-PSO;
(v) delineate when and how PSWP initially reported to the participating healthcare providers’ PSES may be removed from the PSES before such information is reported to the Consortium-PSO; and

(vi) delineate when and how feedback concerning patient safety events shall be communicated from the Consortium-PSO to a participating healthcare providers' PSES.

(2) PSWP when collected by a participating provider will generally be transmitted to the Consortium-PSO by each participating healthcare provider via the IHA web portal.

(3) If a participating healthcare provider has a technical reason that makes use of the IHA web portal infeasible, the Consortium-PSO will work with that provider on an alternative that still maximizes uniformity of data collection across participating healthcare providers.

(4) The Consortium-PSO will discuss with contractors/subcontractors what steps the contractor/subcontractor should take to ensure each contractor/subcontractor conducts patient safety activities through the establishment of a PSES. A contractor/subcontractor involved with PSES must:

(i) designate secure physical and electronic space for the conduct of patient safety activities within the participating healthcare provider;

(ii) delineate what information should be collected and submitted to the as part of a participating healthcare providers’ PSES;

(iii) delineate all steps necessary to clearly document when information is collected from a participating healthcare providers' PSES for purposes of reporting to the Consortium-PSO;

(iv) delineate when and how PSWP reported to the participating healthcare providers' PSES may be analyzed before such information is reported to the Consortium-PSO to determine whether it is appropriate for reporting to the Consortium-PSO;

(v) delineate when and how PSWP initially reported to the participating healthcare providers’ PSES may be removed from the PSES before such information is reported to the Consortium-PSO; and

(vi) delineate when and how feedback concerning patient safety events shall be communicated from the Consortium-PSO to a participating healthcare providers' PSES.
(2) PSWP when collected by a contractor/subcontractor will be transmitted to the Consortium-PSO in compliance with the data security and privacy rules contained in the Patient Safety Act and regulations and consistent with provisions of HIPAA and HITECH.