

Appendix I

Collector V5 QA Tracking Instructions

1

2 QA Items

3

ACS/Questions User Defined Questions Filters NTDB Complications

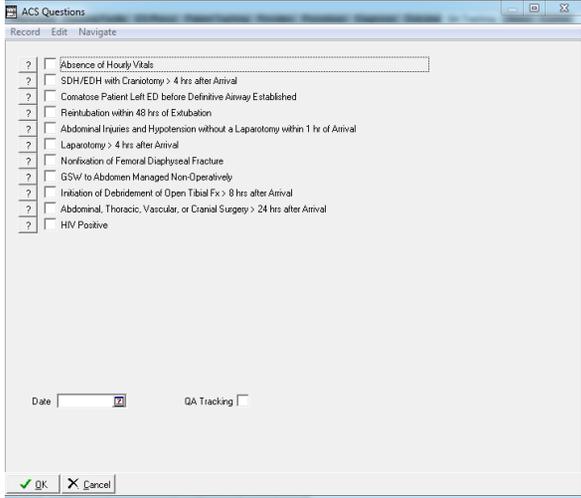
Category	QA Item	Response	Occurrence Date	QA Tracking
Select the QA Tracking Module (1), QA Items (2-3) - ACS Questions, User Defined Questions, Filters, and NTDB Complications/Hospital Events. See specific QA Items definitions below.				

Custom

Check ITDX Save Save and Exit Print Close Prev Next

Allen, James W Arrive: 12/3/2018 Trauma Number: 20153576 MRN: 60002984562 C

QA ITEMS

	<p>ACS Questions</p>	<p>These are default questions in the system.</p>		<p>Use as needed.</p> <p>Select the date and QA Tracking box at the bottom of the page to include the responses to any of these question in the records QA Tacking page.</p>
	<p>User Defined Questions</p>	<p>Custom QI related questions can be created here.</p>		<p>Consult with the DOH Trauma Registry Coordinator for instructions.</p>
	<p>Filters</p>	<p>This lists all class I, II and trending audit filters. Custom audit filters can be created here. Defaults to the speed screen.</p>	<p>Click on filter tab - select the filter(s) – occurrence date in the DATE section and mark a Y in the QA Tracking – choose all the filters that pertain to the patient – If there is a filter that needs more description – double click on the filter and use the NOTES for more description – click OK – when all done with the filters select OK.</p>	<p>When you click on the filter – you will see the <u>image below</u>, which typically list ALL class I filters as favorites. Select additional filters – this is where you add other filters that are on your filter list. Date – the occurrence date the filter occurred. QA tracking should always be marked yes (Y).</p>
	<p>NTDB Complications</p>	<p>List of all NTDB complications.</p>	<p>Use these FIRST, do not choose the same one in the filters tab.</p>	<p>See the data dictionary for a complete list along with their definitions. Referred to as Hospital Complications.</p>

Filters



This is the favorites speed screen. Go to the menu to set your favorites/frequently used menu items.

- Missed Injury dx after discharge
- Over Triage
- Under Triage - Trauma Code - Full
- Patient receives head CT >1 hour from time of arrival (a
- Overtriage - partial (alert)
- Undertriage - partial (alert)
- ICH pts on anticoags not reversed within 2 hrs
- Other Case Management Issues not listed
- All Full activations
- Admit to ICU under care of Hospitalist
- C-Spine issues
- Patients with elevated BA or +tox screen who did not re
- Backboard removal >20 min
- No trauma surgeon consult for 2 or more system injuries
- Trauma Death
- Delay in Physician Response
- Interesting Case
- All patients with ISS >= 16
- No arrival of Trauma Surgeon for FTTA
- Trauma Narrator not used for activations
- Lack of required trauma documentation on activations
- Less than 2 sets of VS taken on each trauma patient
- Transported to Appropriate Facility
- Outside Hospital Issues/Concerns
- Cardiac Arrest Outside of ED ie, CT
- Mass Transfusion Protocol Initiated
- Non Trauma Death
- Open fracture not given antibiotics in 1 hour of arrival
- Open fracture not surgically corrected in 24 hours
- Pre-Hospital Medication Issues
- Un-necessary repeat imaging
- Delay in Diagnosis
- Other Prehospital
- SNAT/NAT
- Indicated Procedure Not Performed

Select Additional Filters

Date

QA Tracking



SELECT FILTERS – Include Occurrence Date and QA Tracking Yes (Y)
(The ones that pop up first are the facility favorites – Class I and II Filters)

The screenshot shows the 'Trauma Data Editor' application window. The 'Filters' dialog box is open, displaying a list of filter items. The following items are checked:

- Trauma Death
- Other Case Management not listed
- ABG not done on FTTA

The 'Date' field is set to 05/18/2015, and the 'QA Tracking' checkbox is set to Y.

At the bottom of the dialog box, there are 'OK' and 'Cancel' buttons. The main application window has a menu bar with options: Demographic, Injury, Prehospital, Referring Facility, ED/Resus, Patient Tracking, Providers, Procedures, Diagnoses, Outcome, QA Tracking, Memo, Custom. The status bar at the bottom shows: Drive: 5/18/2015, Trauma Number: 20150647, MRN: [redacted].

Additional filters box that are not in favorites.

The screenshot displays a software interface with two overlapping dialog boxes. The background window has a menu bar with options: Hospital, Referring Facility, ED/Resus, Patient Tracking, Providers, Procedures, Diagnoses, Outcome, QA Tracking, Memo, and Custom. Below the menu bar, there are several tabs and a 'Screen Complete' checkbox.

The "Filters" dialog box is open on the left. It has a title bar with a close button. The main area is a list of filter categories and items:

- [-] Favorites
 - 9999, Trauma Death
 - 10028, Transfer Out of Appropriate Facility
 - 10210, Other Case Management not listed
 - 10205, Positive FAST scan - not directly to OR
 - 10206, No VTE prophylaxis w/in 72 hrs (except SCD)
 - 10207, ICH pts on anticoagulants not reversed w/in 2 hrs
 - 10030, Under Triage
 - 10021, Missed Injury
 - 10200, Missed Injury (Type II dx after tertiary assessment)
 - 10201, Missed Injury (Type III dx after dc from hospital)
 - 10025, Over Triage
 - 10204, Mass Transfusion protocol initiated
 - 9004, Delay in Physician Response
 - 10202, Overtriage (partial activation - trauma alert)
 - 10203, Undertriage (partial activation - trauma alert)
 - 10209, ABG not done on FTTA
 - 10208, Inappropriate Midlevel response to trauma
 - 10211, All Full activations
 - 10212, Lack of VS documentation
 - 10220, No Pediatric BP taken in the ED
 - 10221, No Temperature taken in the ED
 - 10217, backboard removal time >20 min
 - 10216, Elevated BA or + tox screen who did not receive SBIRT referral
 - 10012, Delay of Pain Medication
 - 10222, Interesting Case
- [+] Standard
- [+] User Defined
- /, Not Applicable
- ?, Unknown

On the right side of the "Filters" dialog, there are buttons: [OK], [Cancel], [Search], [Show All], and [Add to Favorites].

The "Select Additional Filters" dialog box is open in the foreground. It has a title bar with a close button. The main area contains a list of filters with checkboxes:

- Missed Injury (Type III dx after dc from hospital)
- Lack of VS documentation
- No Pediatric BP taken in the ED
- No Temperature taken in the ED
- backboard removal time >20 min
- Elevated BA or + tox screen who did not receive SBIRT
- Delay of Pain Medication
- Interesting Case
- ABG not done on FTTA
- Inappropriate Midlevel response to trauma
- All Full activations

Below the list, there are fields for "Date" (05/18/2015) and "QA Tracking" (checked). At the bottom, there are buttons: [OK] and [Cancel].

An orange arrow points from a text box to the filter "10216, Elevated BA or + tox screen who did not receive SBIRT referral" in the "Favorites" list.

Click in the box to see more filters.

At the bottom of the main window, there is a toolbar with buttons: [Check], [Save], [Save and Exit], [Print], [Close], [Prev], and [Next]. Below the toolbar, there is a status bar with text: "Arrive: 5/18/2015 Trauma Number: 20150647 MRN: A *".

All Filters Selected

Trauma Data Editor

Demographic | Injury | Prehospital | Referring Facility | ED/Resus | Patient Tracking | Providers | Procedures | Diagnoses | Outcome | QA Tracking | Memo | Custom

QA Items | QA Tracking | Notes Screen Complete

ACS/Questions | User Defined Questions | Filters | NTDB Complications

Category	QA Item	Response	Occurrence Date	QA Tracking
Filters	Trauma Death	Yes	02/25/2015	Yes
Filters	All Full activations	Yes	02/25/2015	Yes
Filters	Delay in Physician Response	Yes	02/25/2015	Yes

Custom

Check | Save | Save and Exit | Print | Close | Prev | Next

Larson, Ella M | Arrive: 2/18/2015 | Trauma Number: 20150190 | MRN: 60004759384 | A *

NEED MORE INFORMATION IN A SPECIFIC FILTER – add information to NOTES

If it is not clear why the filter was chosen, please provide more information (double click on the filter to provide more information)

The screenshot shows a software application window titled "Trauma Data Editor". At the top, there are several tabs: Demographic, Injury, Prehospital, Referring Facility, ED/Resus, Patient Tracking, Providers, Procedures, Diagnoses, Outcome, QA Tracking, Memo, and Custom. Below these tabs, there are sub-tabs for "QA Items", "QA Tracking", and "Notes". A "Screen Complete" checkbox is visible in the top right corner.

The main area of the application contains a table with columns "Category" and "QA Item". The table has four rows:

Category	QA Item
Filters	Trauma Dea
Filters	Other Case
Filters	ABG not do
Filters	Ileus

The "Filters" row with "Other Case" is highlighted in blue. To the right of the table, there are buttons for "Edit", "Delete", and "Set PI Track".

A "QA Item" dialog box is open in the foreground. It has a title bar with "QA Item" and standard window controls. Below the title bar are tabs for "Record", "Edit", and "Browse". The dialog contains the following fields:

- Category: 2 Filters
- QA Item: 10210 Other Case Management not listed
- Date: 05/18/2015
- Response: Y
- QA Tracking: Y
- Notes: More of a clear description

The "Notes" field is circled in orange. At the bottom of the dialog, there are buttons for "Check", "OK", "Cancel", and a set of navigation arrows. The status bar at the bottom of the dialog shows "2 of 4".

The main application window has a status bar at the bottom with buttons for "Check", "Save", "Save and Exit", "Print", "Close", "Prev", and "Next". The status bar also displays "Arrive: 5/18/2015", "Trauma Number: 20150647", "MRN:", and "A *".

List of NTDB Hospital Events/Complications - WA State Required Data Elements

NTDB

- Acute Kidney Injury
- Acute Respiratory Distress Syndrome (ARDS)
- Cardiac Arrest with CPR
- Deep Surgical Site Infection
- Deep Vein Thrombosis (DVT)
- Extremity Compartment Syndrome
- Myocardial Infarction
- Organ / Space Surgical Site Infection
- Pulmonary Embolism
- Stroke / CVA
- Unplanned Intubation
- Osteomyelitis
- Unplanned Return to the OR
- Unplanned Admission to the ICU
- Severe Sepsis
- Other
- Catheter Associated Urinary Tract Infection (CAUTI)
- Central Line Associated Bloodstream Infection (CLABSI)
- Ventilator Associated Pneumonia (VAP)
- Alcohol Withdrawal Syndrome
- Pressure Ulcer
- Superficial Incisional Surgical Site Infection

Date QA Tracking

Follow the Hospital Event definitions in the data dictionary before selecting.

QA Tracking Form – Use to document the QI process (see instructions below).

QA Tracking

Record Edit Browse

QA Item Date Opened

Location Loop Closed

Service Provider

Reviewed By	Date	Comment
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Contributing Factors

<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Determination

System Related OFI Status

Disease Related Grade

Provider Related Care Given Status

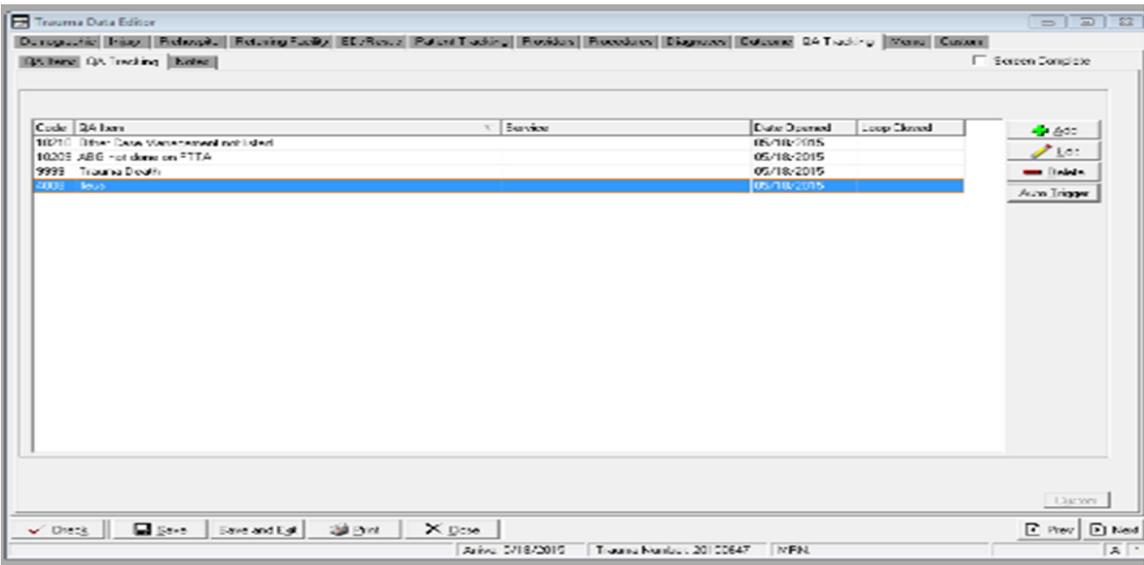
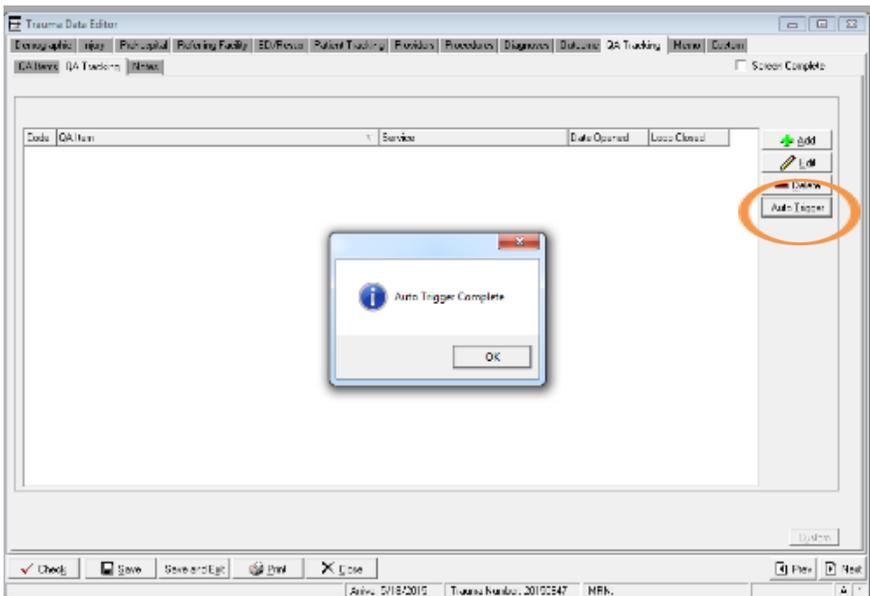
Corrective Action	Status
<input type="text"/>	<input type="text"/>

1 of 4

QA TRACKING

Auto Trigger

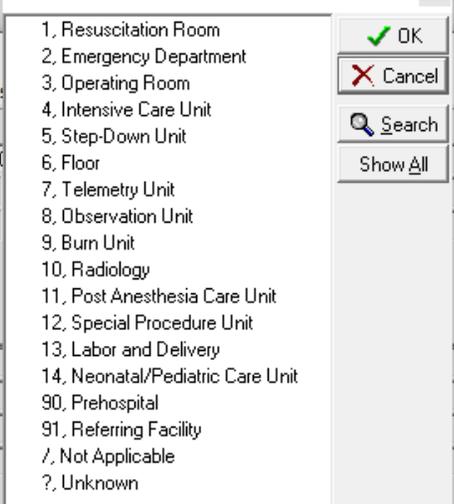
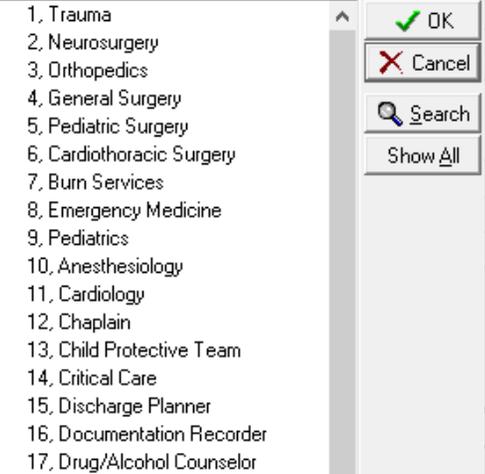
Click auto trigger – this will bring over all the QI items you selected in the previous tab

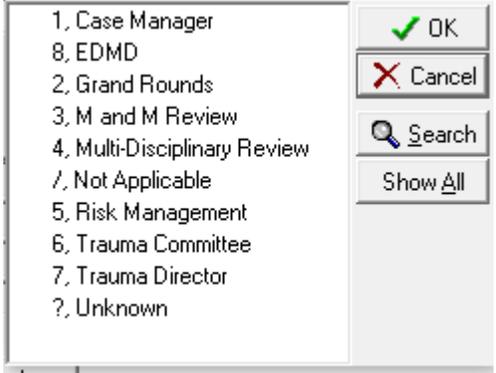
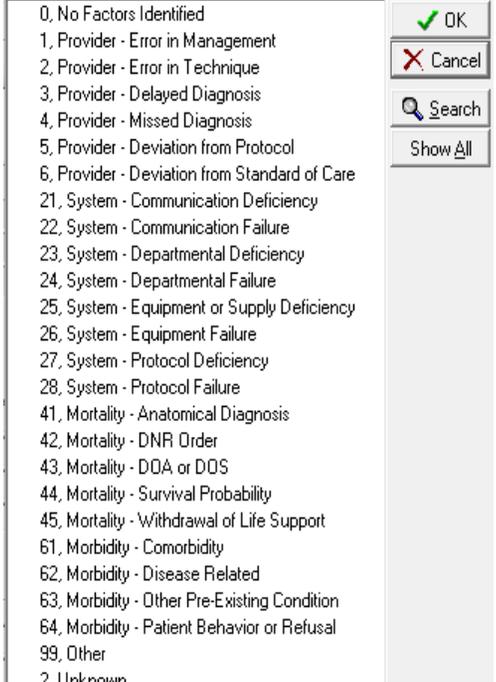


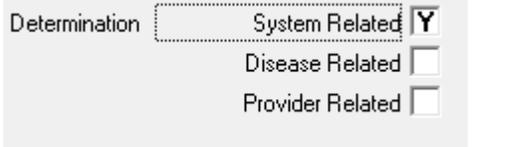
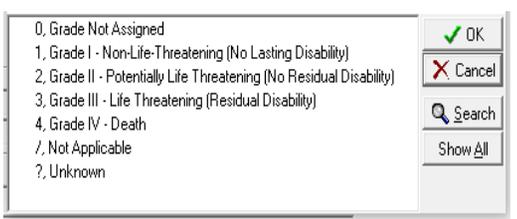
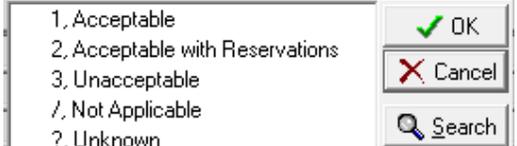
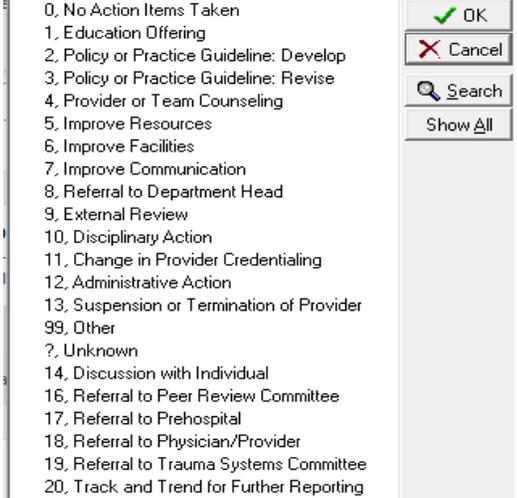
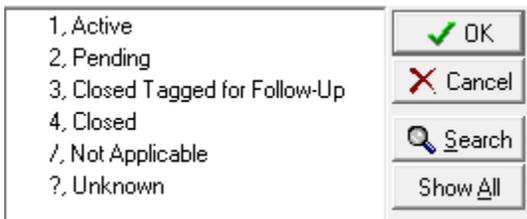
Each QA Filter

Click on each individual Filter to open the QA Tracking Form. Fill out all pertinent information.

Use the QA Tracking Form to document the QI process.

QA item	Defaulted from filter			
Date Opened	Date of filter event			
NOTES	Include all QI related notes.			
Location	Choose location where specific filter occurred.			
Loop Closed	Date this filter was closed – if it is a trending filter Class II the date will be the discharge date.		Loop closure is the last step in the QI process.	
Service	What service is responsible for the filter.			There are 66 service options to choose from. Not all are listed.

	Provider	Select the provider involved specifically with the fall out filter, if unknown leave blank.		
	Reviewed by	<p>Choose the reviewer and date reviewed. Add any pertinent comments.</p> <p>Select ALL who have reviewed the patient record in regards to this filter.</p> <p>The “Reviewed by” field is customizable.</p>		<p>20-27 are recommended custom additions:</p> <ol style="list-style-type: none"> 1. Case Manager 2. Grand Rounds 3. M and M Review 4. Multi-disciplinary Review 5. Risk Management 6. Trauma Committee 7. Trauma Director /, Not applicable ?, Unknown 20. Trauma Nurse Manager 21. Trauma Coordinator 22. Trauma QI/PI Coordinator 23. Designee 25. Neurosurgeon 26. Orthopedic Surgeon 27. EMS Representative
	Contributing Factors	Choose all factors that have contributed to the specific filter.		

	Determination	Choose whether it was system, disease or provider related (may be 1,2 or all 3)	 <p>Determination <input checked="" type="checkbox"/> System Related <input type="checkbox"/> Disease Related <input type="checkbox"/> Provider Related</p>	Yes – Y No – N / - Not Applicable ? – Unknown
	OFI Status	Opportunity for Improvement (OFI), choose the correct response. Usually determined by the TPM, TMD, or MTQIC.	 <p>1, Unanticipated Event with Opportunity for Improvement 2, Event with Opportunity for Improvement 3, Event Without Opportunity for Improvement 4, Undetermined Opportunity for Improvement /, Not Applicable ?, Unknown Event Outcome</p>	
	Grade	What disability grade has occurred due to injury.	 <p>0, Grade Not Assigned 1, Grade I - Non-Life-Threatening (No Lasting Disability) 2, Grade II - Potentially Life Threatening (No Residual Disability) 3, Grade III - Life Threatening (Residual Disability) 4, Grade IV - Death /, Not Applicable ?, Unknown</p>	This may be determined by Medical Director at some facilities.
	Acceptability / Care Given Status	Choose correct response for Acceptability of care given.	 <p>1, Acceptable 2, Acceptable with Reservations 3, Unacceptable /, Not Applicable ?, Unknown</p>	Was the care given acceptable?
	Corrective Action & Status	Choose type of corrective action and then choose type of status.	 <p>0, No Action Items Taken 1, Education Offering 2, Policy or Practice Guideline: Develop 3, Policy or Practice Guideline: Revise 4, Provider or Team Counseling 5, Improve Resources 6, Improve Facilities 7, Improve Communication 8, Referral to Department Head 9, External Review 10, Disciplinary Action 11, Change in Provider Credentialing 12, Administrative Action 13, Suspension or Termination of Provider 99, Other ?, Unknown 14, Discussion with Individual 16, Referral to Peer Review Committee 17, Referral to Prehospital 18, Referral to Physician/Provider 19, Referral to Trauma Systems Committee 20, Track and Trend for Further Reporting</p>	Status:  <p>1, Active 2, Pending 3, Closed Tagged for Follow-Up 4, Closed /, Not Applicable ?, Unknown</p>

QA Tracking

Record Edit Browse

QA Item 9999 Trauma Death

Location

Service

Date Opened 05/18/2015

Loop Closed

Notes...

Provider

Reviewed By	Date	Comment

Contributing Factors

Determination

System Related

Disease Related

Provider Related

OFI Status

Grade

Care Given Status

Corrective Action	Status

Check OK Cancel

1 of 4

NOTES

Notes Section	For Class I filters – provide detailed hospital summary, List invites and imaging.	Provide as much information as possible.	Consider using a template such as the one below which can be copied into each note.
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The screenshot shows the 'Trauma Data Editor' application window. The 'Notes' tab is selected, and the notes area contains a template for data entry. The template includes fields for Trauma Code, Trauma Alert, and various medical details like MTP, PRBC, FFP, Plat, and Cryo. It also includes sections for DEATH?, INVITES, and IMAGES. The status bar at the bottom shows the user 'Allen, James W', arrival date '12/3/2018', Trauma Number '20153576', and MRN '60002984562'.

Notes

*** Please clean up summary and remove verbiage that is not needed including this comment ***

Trauma Code @ _____: Criteria _____
Or
Trauma Alert @ _____: Criteria: _____

SUMMARY: This includes summary from the scene, OSH, how they were transported in where they came from and hospital course.

TOTALS MTP: PRBC _____ FFP _____ Plat _____ Cryo _____

DEATH? Contributing factor _____

INVITES:

IMAGES:

Check ITDX Save Save and Exit Print Close Prev Next

Allen, James W Arrive: 12/3/2018 Trauma Number: 20153576 MRN: 60002984562 A *