

Policy TO-100

Timeliness of Submission to the Outcomes Central Site

New Policy -- Effective January 1, 2019

PURPOSE:

To assure that the PTSF Outcomes Central Site is fully populated with all required death cases in a timely manner which will in turn optimize outcome analysis for the purpose of elevating trauma care in Pennsylvania.

PROCEDURE:

1. In accordance with Standard 6—Performance Improvement and Patient Safety (PIPS), the trauma program is required to close and submit all death cases (100%), to the Outcomes central site within 90 days of death/discharge.
2. Mortality submissions will contain all issues associated with the mortality. (All issues associated with a case are automatically transferred during the data submission process.)
3. All issues in addition to the death will be reviewed with the taxonomy classification system.
4. Submission rate percentage will be calculated by comparing death cases received in the PTOS central site (42-day post discharge requirement) to the death cases received in the Outcomes central site (90 days post discharge). Submission rate percentages will be sent to the Trauma Program Managers/Coordinators quarterly.
5. Any submitted Outcomes case that is reopened to add additional data not available at the 90-day deadline, such as autopsy or referral information should be closed and resubmitted to the Outcomes central site within ten days of reopening and will not negatively impact the facilities' compliance percentage.
6. An action plan by the trauma center will be required for a submission rate below 100% for any six months within a consecutive 12-month period.
7. The action plan will include the following components and be submitted to the PTSF within 30 days from request by the PTSF.
 - a. Explanation of variance/non-compliance
 - b. Steps the trauma center will be employing to correct the variance/non-compliance
 - c. Timeline for corrective action
 - d. Plan for on-going monitoring
8. A progress update will be submitted to the PTSF within 120 days from submission of an action plan. This progress update and the most recent submission rates will be presented to the Board of Directors to show efforts made by the institution to address issues with submission timeliness.
9. Based on review of the hospital update, the Board of Directors may issue an Outcomes timeliness submission significant issue based on failure to show progress towards resolution of timeliness issues. A significant issue can be cited outside of the accreditation deliberation process.

10. Once a Significant Issue is cited by the Board of Directors, the Significant Issue stands until it is determined resolved by the Board of Directors at the next site survey board accreditation deliberations. Please refer to the PTSF Guide to Understanding the Accreditation Report, for further information on significant issue citation and hospital requirements for action plans.

Approved by PTSF Board of Directors and/or Executive Committee:
Original Date: 07/19/2018, effective January 1, 2019
Revise Date:
Review Date:

Juliet Altenburg, MSN, RN—Executive Director