



## Patient Safety Data Reporting Update March 2020

### Patient Safety Data Reporting Periods

AAAASF has received feedback from facilities that the previously proposed change to a 5-day reporting window to complete data submissions after the close of each reporting period posed an undue hardship. The purpose of Patient Safety Data Reporting is to improve patient safety; not create an unreasonable burden on our facilities.

Listed below are the revised 15-day reporting deadlines going forward. As a reminder, Random Case and Unanticipated Sequela data can be entered in real time, so there is no need to wait. Additionally, the ability to add Unanticipated Sequela at any time, including for cases occurring in past periods, remains unchanged.

**Please Note:** In light of the COVID-19 pandemic, the reporting deadline for Period 1 has been extended to July 15th. We hope this extension will allow impacted facilities the ability to report random cases and unanticipated sequela without any undue hardship. AAAASF will continue to monitor the COVID-19 situation and will update facilities of any changes.

**Period I 2020:** Cases occurring January 1, 2020 to March 30, 2020

Reporting deadline: July 15, 2020 (extended from April 15, 2020 due to COVID-19)

Probation begins: July 16, 2020 (extended from April 16, 2020 due to COVID-19)

**Period II 2020:** Cases occurring April 1, 2020 to June 30, 2020

Reporting deadline: July 15, 2020

Probation begins: July 16, 2020

**Period III 2020:** Cases occurring July 1, 2020 to September 30, 2020

Reporting deadline: October 15, 2020

Probation begins: October 16, 2020

Period IV 2020: Cases occurring October 1, 2020 to December 31, 2020

Reporting deadline: January 15, 2021

Probation begins: January 16, 2021

Period I 2021: Cases occurring January 1, 2021 to March 30, 2021

Reporting deadline: April 15, 2021

Probation begins: April 16, 2021

## Email Notifications

AAAASF recognizes that the number and frequency of emails to communicate the changes to the reporting system have been high. To help ease this email fatigue, we have committed to sending fewer emails.

Facilities that have not entered all required case data by the last day of a period can expect to receive an email summarizing the reported case statuses, giving the reporting deadline, and reminding facilities that a new reporting period is also opening.

Facilities that are non-compliant as of the reporting deadline will receive another email regarding their statuses and instituting the sixty (60) day probation period.

The above are the only “blast” emails you will received from the system.

All facilities will continue to receive transactional emails such as when being added to the Patient Safety Data Reporting system, requesting a password reset, or achieving compliance.

## Adding and Removing Staff Physicians

As mentioned in the [December 6th memo](#), AAAASF is transitioning to a new facility maintenance system. During this time, staff that are added to or removed from a facility will appear in the Patient Safety Data Reporting system which may cause confusion. Currently, when a physician is added to a facility, they will show up in the Patient Safety Data Reporting (PSDR) system, and need to be overridden, in periods previous to their start date. When a physician is dropped from staff, he or she will remain in the PSDR system so that we do not lose important case data. For all periods going forward, he or she will need to be overridden. These staff overrides will be completed by the AAAASF team before the end of each reporting period, there is no need for your facility or staff to take any additional action.

Once AAAASF has transitioned to a new facility maintenance system, physicians will only appear in the PSDR system for the periods in which they were on staff at their respective facilities. We appreciate your patience and understanding while we make this transition.

### What is Patient Safety Data Reporting?

Patient Safety Data Reporting, as mandated by AAAASF standards, requires online submission of basic case data every three (3) months. The reporting requirement includes the submission of three (3) Random Cases for each proceduralist and all Unanticipated Sequelae. The cases for each proceduralist must include, at least, the first case performed by that proceduralist for each month during the reporting period for a total of three (3) cases, plus all Unanticipated Sequelae related to cases originally performed within that period. If a proceduralist has not performed at least one (1) case per month, cases from other months in that same period may be selected for a total of three (3) cases per period. AAAASF understands that Unanticipated Sequelae may occur at any time and has built the new system to allow such events to be entered at any time. For any proceduralist that completed fewer than 3 cases in the period, or did not operate during the period, the facility must upload any cases that were conducted as well as an Exemption Form.

[Random Case](#) and [Unanticipated Sequela](#) review form templates are available for your reference; however, all cases must be entered directly into the AAAASF online system. Paper forms for routine entry are no longer accepted by AAAASF.

Patient Safety Data Reporting is not clinical Peer Review, in which two physicians discuss the conduct and progress of a case and determine potential changes in how the case might have been conducted. Such Peer Review is a separate requirement of accreditation that is governed by the facility's quality assurance program and the occurrence of such Peer Review meetings must be documented in the minutes of the committee's meetings. A [Patient Safety Data Reporting & Peer Review: What's the Difference?](#) guide has been created for facilities.

### Accessing the Reporting System

Please access the Patient Safety Data Reporting system through [aaaasf.org](https://aaaasf.org). To login, you will need your Facility ID number and your designated facility administrator's email address. If you do not know your password, you may request a new password through the website. If you are unsure of the email on file please contact the AAAASF office.

If the information for the facility administrator has changed please complete the [Administrator Authorization Form](#).

Please note: The reporting system performs best using [Chrome](#), [Firefox](#), and [Safari](#).

### Submitting Random Cases and Unanticipated Sequelae

Entering Random Cases and Unanticipated Sequelae is quite simple. When entering procedure information, you may search using the formal medical term for the procedure or the CPT Code. Please follow this link for a list of [commonly performed procedures](#) and their associated CPT Codes. You may also follow these links, or visit [www.aaaasf.org](http://www.aaaasf.org) for a detailed [walk-through](#) of the system and a [FAQs document](#).

Facilities that are non-compliant as of the reporting deadline will be placed on a sixty (60) day probation period and assessed a late fee of \$100 per incomplete proceduralist. Facilities on probation must complete their submission and pay any outstanding fees prior to the end of the probationary period

For any proceduralist that completed fewer than 3 cases in the period, or did not operate during the period, the facility must upload any cases that were conducted as well as submit to AAAASF an Exemption Form.

Please add [support@aaaasf.org](mailto:support@aaaasf.org) and [helpdesk@aaaasf.org](mailto:helpdesk@aaaasf.org) to your contacts list to receive important reporting emails.

If you have any questions regarding PSDR, please contact the Help Desk at 224-643-7704 or email [helpdesk@aaaasf.org](mailto:helpdesk@aaaasf.org).



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