

State, Hospital & ICU Data Reporting Information Sheet for COHORT 2

This chart lists the various data collection forms and activities that need to be provided to another group, e.g., state hospital association (SHA), HRET or Keystone. SHAs can tailor this for their hospitals by eliminating mention of the State Consortium Form, and adding their state's own unique name for their CUSP/CLABSI initiative. Please direct questions to Deb Bohr at 646-678-4280 or Chris George 517-886-8404.

PRE-IMPLEMENTATION FORMS AND DATA COLLECTION

| Form/Activity | Format | Due Date | Completed by | Submitted to/via | Forms/Data Reside with | Comments/Special Instructions |
|---|----------|----------|--|---|--|--|
| Hospital CEO Commitment Letter | Word doc | 9-18 | Participating Hospital CEO | SHA | SHA | SHA supplies sample template |
| Data Use Agreement | Word doc | 9-18 | Every hospital in project; SHA batches and sends to HRET | SHA; SHA sends to HRET | HRET (send to J. Rabideaux at jrabideaux@aha.org or fax: 312-422-4568) | Download DUA form from www.onthecuspstopbsi.org |
| ICU Project Team Information Sheet | Word doc | 9-18 | ICU Team Leader | SHA and shared in ICU | Posted in each ICU unit; SHA has copy | Download ICU Project Team Information Sheet from www.onthecuspstopbsi.org |
| Care Counts Registration | Word doc | 9-18 | ICU Data Entry person | SHA, SHA sends zip file to Chris George | SHA, C. George (cgeorge@mha.org) | In order to setup data entry accounts in the MHA Care Counts system and to generate links for the HSOPS survey, we will need registration information from the ICU teams. J. Rabideaux sent an e-mail with instructions and forms on 8-26 to the SHAs. |
| Exposure Survey | Online | 9-18 | Team discusses; ICU Data Entry person | Online on Survey Monkey | Keystone | Each ICU team will need to complete the Exposure Survey via the link below. Periodic reports showing who has completed the survey will be sent to you so that you can send reminders to your teams. https://www.surveymonkey.com/s.aspx?sm=dh2cyGWEL4gwAhXA4PYKNA_3d_3d |
| State Consortium Info. Form | Word doc | 9-18 | SHA | HRET | HRET (send to D. Bohr at dbohr@aha.org) | SHAs send updated form as needed to D. Bohr |

IMPLEMENTATION DATA COLLECTION

| Form/Deliverable | Format | Due Date | Completed by | Submitted to/via | Forms/Data Reside with | Comments/Special Instructions |
|--|--|----------|--|------------------|---|---|
| Hospital Survey on Patient Safety (HSOPS) | Web survey registration | 10-2 | ICU | Keystone, online | Keystone will send instructions in October | ICU team members will have five weeks to complete. Keystone will notify SHA of exact dates; Feedback reports provided Jan 2010. |
| | Survey administration | Nov-Dec | All members of the ICU team | | Keystone provides SHA completion stats and reminders. | |
| CLABSI Rate Data | www.mhacarecounts.org | 11-15 | ICU Data Entry Staff enters | Keystone, online | www.mhacarecounts.org (Keystone will provide training session via conference call) | November 15 (and 15 th of each month thereafter, for preceding month's data) |
| Monthly Team Checkup Tool | www.mhacarecounts.org | 11-15 | Team discusses each month; Data Entry staff enters based on team consensus | Keystone, online | www.mhacarecounts.org (Keystone will provide training via conference call) | November 15 (and 15 th of each month thereafter, for preceding month's data) |