# Incident Reporting (IR) V.2.0 Technical Manual

## September 1992

# Introduction

The Incident Reporting (IR) package is part of the Quality Management software packages.

There are two major components to this package; the capture of pertinent incident and patient data, and the production of various report formats.  The software contains programs that do the following.

| | |
|---|---|
| Brief Incident Edit | Allows user(s) to input an initial incident through the Brief Incident Edit option.  This populates the Incident Reporting database. |
| Full Incident Edit | Allows the appropriate person(s) to append the data input through the Full Incident Edit option. |
| 10-2633 Worksheet | Produces a pseudo 10-2633 worksheet on the patient and the incident.  Findings are included. |
| Standard reports | Produces reports for ward location, inpatient/outpatient data, incidents per ward, and other basic reports. |
| Ad Hoc reports | Permits the creation of Ad Hoc reports by building sort and print arrays on the fly. |

# Orientation

The Incident Reporting Technical Manual has been divided into major sections for general clarity and simplification of the information being presented.  This manual is intended to be a reference document.  While the user is free to review the document from cover-to-cover, it is best used by selecting specific sections which contain the information sought for a particular need.

Information concerning package security which was previously in the Package Security Guide may now be found in the Security section of this manual.

# Implementation and Maintenance

At implementation, the following menu options in the Incident Reporting Manager Menu are used to set up site-specific data.

| Menu Option | Populated File |
|---|---|
| Site Parameters Enter/Edit | #740 |
| Incident Status Enter/Edit | #742.1 |
| Incident Location Enter/Edit | #742.5 |

Instructions concerning the entry of this data are contained in the Incident Reporting User Manual.

Integrated sites must make some entries in the QA SITE PARAMETER file (#740) to handle the identification of the medical centers involved.  Integrated sites must have a "1" in the MULTIDIVISIONAL INCIDENT REP FACILITY field (#751). They must also list the medical centers within the integration group in the IR HOSPITAL DIVISION field (#752), a multiple.

Sites must have Kernel patch XU*8*43 loaded in order to be able to send the VISN number with the records to the National Database, and in order to correctly direct notification messages to the appropriate VISNs.  There must be an entry in the INSTITUTION file (#4) for the VISN.  Then, in the site's entry in the INSTITUTION file, enter "VISN" in the ASSOCIATION multiple field (#14), and enter the VISN in the PARENT OF ASSOCIATION field ( #1 of the multiple).

## Resource Requirements

The number of CRTs required will vary with the number of staff involved in inputting the data.

There should be at least one dedicated printer for QM use (preferably a laser printer).  The printer needs to be available at all times for producing reports and worksheets.

## Disk Capacity

(Number of records in File 742 * 6K) + 100K

# Routines

**Routines To Map**

There are no routines to map in the Incident Reporting package.

**Callable Routines**

No other applications currently call any Incident Reporting routines.

**Routine List**

The following are the steps you may take to obtain a listing of the routines contained in the Incident Reporting package.  The QAQ routines are part of the QM Integration Module.  This module contains utilities that are common to some or all of the QM software packages.

1.  Programmer Options Menu
2.  Routine Tools Menu
3.  First Line Routine Print Option
4.  Routine Selector:   QAN*
                                  QAQ*

# Files

## File List

| File Number/Name | Global | Description |
| --- | --- | --- |
| 742<br>QA PATIENT INCIDENT REVIEW | QA(742, | Contains patient data relevant to the incident. |
| 742.1*<br>QA INCIDENTS | QA(742.1, | Contains the nationally approved incidents as well as local incidents specific to the site. |
| 742.13*<br>QA MEDICATION ERRORS | QA(742.13, | Contains medication errors applicable to a medication incident. |
| 742.14*<br>QA COMLPLICATIONS LEADING TO DEATH | QA(742.14, | Contains the most common causes of death. |
| 742.4<br>QA INCIDENT REPORT | QA(742.4, | Contains the case number, incident, and other data specific to an incident. |
| 742.5*<br>QA INCIDENT LOCATION<br><br>incident | QA(742.5, | Contains non-specific locations in a hospital where an<br><br>may take place. |

*File comes with data

| File Number/Name | Global | Description |
|---|---|---|
| 742.6<br>QA INCIDENT SUMMARY | QA(742.6, | Contains incident data and patient data for a specific quarter in a fiscal year. |

The following are the steps you may take to obtain information concerning the files and templates contained in the Incident Reporting package.

## File Flow (Relationships between files)
1. VA FileMan Menu
2. Data Dictionary Utilities Menu
3. List File Attributes Option
4. Enter File # or range of File #s
5. Select Listing Format: Standard
6. You will see what files point to the selected file. To see what files the selected file points to, look for fields that say "POINTER TO".

## Templates
1. VA FileMan Menu
2. Print File Entries Option
3. Output from what File: Print Template
   - Sort Template
   - Input Template
   - List Template
4. Sort by: Name
5. Start with name: QAN to QANZ
6. Within name, sort by: <RET>
7. First print field: Name

# Exported Options

The Brief Incident Edit option [QAN INCIDENT REPORT] may be given to personnel outside the Risk Management service.  This will enable them to enter an incident from the location of the incident.

The following are the steps you may take to obtain information about menus and exported options concerning the Incident Reporting package.

**Menu Diagrams**
1.  Programmers Options
2.  Menu Management Menu
3.  Display Menus and Options Menu
4.  Diagram Menus
5.  Select User or Option Name:  QAN Manager Menu


**Exported Options**
1.  VA FileMan Menu
2.  Print File Entries Option
3.  Output from what File:  OPTION
4.  Sort by:  Name
5.  Start with name:  QAN to QANZ
6.  Within name, sort by:  <RET>
7.  First print field:  Name

# Archiving and Purging

There is no provision for archiving records since no determination has yet been made as to how long records are to be retained.  If the user wishes to delete a record in the QA INCIDENT REPORT file (#742.4), the option is available to them to mark the record as deleted, but still retain it in the file.  Users may also mark a patient (QA PATIENT INCIDENT REVIEW file - #742) as deleted, thereby removing a patient's association with a particular incident.

Although VA FileMan can be used to actually delete a record in File #742.4 and File #742, the files are set up with "@" access at the delete level to prevent users from doing this.  It is strongly recommended that the IRM staff also not delete records.  This has important security and legal ramifications because of the nature of this package.

# Package-wide Variables

No variables are used package wide.

# External/Internal Relations

**External Relations**
The following minimum package versions are required: Kernel V. 8.0, VA FileMan V. 21.0, and PIMS V. 5.3. Sites should verify that all patches to these packages have been installed. The NEW PERSON file (#200) is also required.

The package points to the following **V***IST***A** files.

| File Name/Number | Usage |
|---|---|
| FILE (#1) | Used by the QA AUDIT file (#740.5) to determine the file to be audited. |
| PATIENT (#2) | Used to extract patient data; such as name, SSN, admission date. |
| INSTITUTION (#4) | Used by the QUALITY ASSURANCE SITE PARAMETERS file (#740) to determine the site name and VISN. |
| HOSPITAL LOCATION (#44) | Used to extract attribution location for inclusion in QA OCCURRENCE SCREEN file (#741). |
| TREATING SPECIALTY (#45.7) | Used to extract treating specialties to populate File #741. |
| HOSPITAL SERVICE (#49) | Used to extract service for inclusion in File #741. |
| NEW PERSON (#200) | Used to extract user for inclusion in QA INCIDENT REPORT file (#742.4). |
| QUALITY ASSURANCE SITE SITE PARAMETERS (#740) | Used to store site parameters. |
| AD HOC MACRO (#740.1) | Contains various user defined sort and print templates for the Ad Hoc Report. |

| File Name/Number | Usage |
|---|---|
| QA AUDIT (#740.5) | Used to track any deletions, additions, or edits on the QA PATIENT INCIDENT REVIEW file (#742) and the QA INCIDENT REPORT file (#742.4). |

DBIA AGREEMENTS

The following are the steps you may take to obtain the database integration agreements for the Incident Reporting package.

**DBIA AGREEMENTS - SUBSCRIBER PACKAGE**
1. FORUM
2. DBA Menu
3. Integration Agreements Menu
4. Subscriber Package Menu
5. Print Active by Subscriber Package Option
6. Start with subscriber package:  INCID to INCIDZ

## Internal Relations

The package is designed to allow for tailoring of menus for particular users.  This should be determined by the QM Coordinator and ADPAC at each site, based on how the components of the QM task are assigned.  The Report menu can also stand alone if desired.  Refer to the ADPAC Guide section of the IR User Manual for suggestions regarding the assignment of menu options.

# How to Generate On-line Documentation

This section describes some of the various methods by which users may secure Incident Reporting technical documentation. On-line technical documentation pertaining to the IR software, in addition to that which is located in the help prompts and on the help screens which are found throughout the Incident Reporting package, may be generated through utilization of several KERNEL options. These include but are not limited to:  XINDEX, Menu Management Inquire Option File, Print Option File, and FileMan List File Attributes.

Entering question marks at the "Select ... Option:" prompt may also provide users with valuable technical information.  For example, a single question mark (?) lists all options which can be accessed from the current option.  Entering two question marks (??) lists all options accessible from the current one, showing the formal name and lock for each.  Three question marks (???) displays a brief description for each option in a menu while an option name preceded by a question mark (?OPTION) shows extended help, if available, for that option.

For a more exhaustive option listing and further information about other utilities which supply on-line technical information, please consult the **V**_IST_**A** Kernel Reference Manual.

**XINDEX**
This option analyzes the structure of a routine(s) to determine in part if the routine(s) adheres to **V**_IST_**A** Programming Standards.  The XINDEX output may include the following components:  compiled list of errors and warnings, routine listing, local variables, global variables, naked globals, label references, and external references.  By running XINDEX for a specified set of routines, the user is afforded the opportunity to discover any deviations from **V**_IST_**A** Programming Standards which exist in the selected routine(s) and to see how routines interact with one another, that is, which routines call or are called by other routines.

To run XINDEX for the Incident Reporting package, specify the following namespaces at the "routine(s) ?>" prompt:  QAN*.

IR initialization routines which reside in the UCI in which XINDEX is being run, compiled template routines, and local routines found within the IR namespace should be omitted at the "routine(s) ?>" prompt.  To omit routines from selection, preface the namespace with a minus sign (-).

**Inquire to Option File**
This Menu Manager option provides the following information about a specified option(s): option name, menu text, option description, type of option, and lock (if any).  In addition, all items on the menu are listed for each menu option.

To secure information about IR options, the user must specify the name or namespace of the option(s) desired.  The namespace associated with the IR package is QAN.

**Print Options File**
This utility generates a listing of options from the OPTION file.  The user may choose to print all of the entries in this file or may elect to specify a single option or range of options.  To obtain a list of IR options, the following option namespace should be specified:  QAN to QANZ.

**List File Attributes**
This FileMan option allows the user to generate documentation pertaining to files and file structure.  Utilization of this option via the "Standard" format will yield the following data dictionary information for a specified file(s): file name and description, identifiers, cross-references, files pointed to by the file specified, files which point to the file specified, input templates, print templates, and sort templates.  In addition, the following applicable data is supplied for each field in the file:  field name, number, title, global location, description, help prompt, cross-reference(s), input transform, date last edited, and notes.

Using the "Global Map" format of this option generates an output which lists all cross-references for the file selected, global location of each field in the file, input templates, print templates, and sort templates.

# Security

## General Security

The data dictionary access is protected with the file access code "@".  It is the expectation that rarely will direct use of VA FileMan be used to alter files since security at the VA FileMan level is much less strict.  There exists a VA FileMan mechanism to prohibit deletion on the QA PATIENT INCIDENT REVIEW file (#742) and the QA INCIDENT REPORT file (#742.4).  This insures that deletions from these files are premeditated in nature.

## Security Keys

There are no security keys contained in the IR package.

## FileMan Access Codes

Below is a list of recommended VA FileMan access codes associated with each file contained in the IR package.  This list may be used to assist in assigning users appropriate VA FileMan access codes.

| FILE NUMBER | FILE NAME | DD ACCESS | RD ACCESS | WR ACCESS | DEL ACCESS | LAYGO ACCESS |
|---|---|---|---|---|---|---|
| 742 | QA PATIENT INCIDENT REVIEW | @ | | | @ | |
| 742.1 | QA INCIDENTS | @ | | | | |
| 742.13 | QA MEDICATION ERRORS | @ | | @ | @ | |
| 742.14 | QA COMPLICATIONS LEADING TO DEATH | @ | | @ | @ | |
| 742.4 | QA INCIDENT REPORT | @ | | | @ | |
| 742.5 | QA INCIDENT LOCATION | @ | | | | |
| 742.6 | QA INCIDENT SUMMARY | @ | | | | |

# Glossary

Ad Hoc
A reporting mechanism that allows the user to determine, from a predefined list of fields, what fields the program should sort by and what data to print.

ADPAC
Automated Data Processing Application Coordinator

Case Number
A number assigned automatically to each incident. Appears in the format: XXXXX.YYZZZZ
XXXXX = site number
YY = year
ZZZZ = incident number

Closed
Refers to local definition of case as being completed.

Fall Assessment Score
A one to four character value from a scale, defined by the site, that delineates a patient's probability of falling.

Iatrogenic Injury
Injury induced inadvertently by a physician or his treatment.

Level of Review
Incident examination type.

Location
Place where incident took place; not to be confused with ward on which patient resides. Location file can be edited by the site.

LR Date
Level of Review Date. Date on which the review was begun.

| | |
|---|---|
| Patient Type | Term used as field in the Ad Hoc Report option; either outpatient or inpatient. |
| Person reporting the incident | Person who describes the incident for reporting purposes, not necessarily a witness to the incident. |
| QM | Quality Management |
| Responsible Service | The service(s) considered to have contributed in some manner to the incident. |
| Sentinel Event | An adverse event that results in the loss of life or limb or permanent loss of function. |
| Severity Level | The actual or anticipated injury to the patient, ranging from no disability to death. |
| Unplanned Clinical Occurrence | **1**. An adverse event that results in hospitalization or increased hospital stay for more than observation. **2**. An identified error that could ( but by chance or through timely intervention did not) result in a sentinel event or an adverse event involving hospitalization or increased hospital stay for more than observation. |
| VISN | Veterans Integrated Service Network |