Trauma Center Site Review Reports Job Aid 2023

Table of Contents

Instructions

This document is provided to assist with the preparation of required reports for the pre-review questionnaire (PRQ) for site visits and to review hospital data prior to site visit. The reports listed below are to assist in answering the PRQ, but hospitals may have different methods of tracking data outside of ImageTrend, so choose the best method for the hospital. Instructions are included below to aid in preparing the reports. If there are any questions, reach out to the Wisconsin DHS Trauma team at dhstrauma@dhs.wisconsin.gov.

To run the reports, the user requires access to the Wisconsin ImageTrend Patient Registry website. Contact the Wisconsin DHS Trauma team (dhstrauma@dhs.wisconsin.gov) if you need access.

> **Important: Do not save reports! If you would like to save your changes, please use the save as function to create your report in your "My Reports." Saving them will change the reports for others who depend on them.**
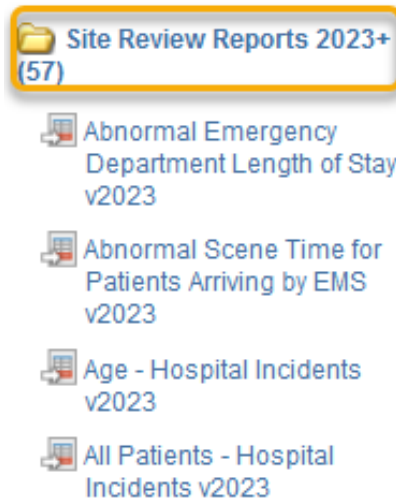
Finding Reports

1. Log in and select the "Report Writer" tab.
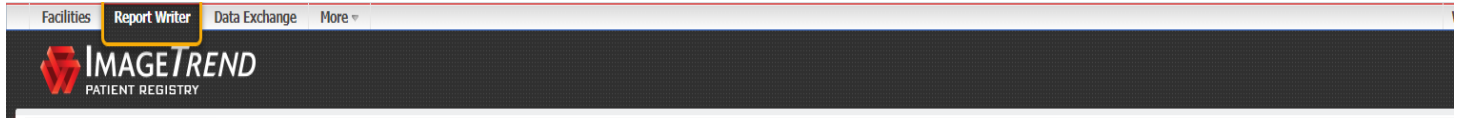
2. See the Shared Reports section on the left side of the screen. Select the "Site Review Reports 2023+" folder on the left side of the screen. All necessary reports are within this folder.
   **Note:** All Shared Reports can be found on the left side of the screen.

Data Feedback Reports v2023

These reports are designed to find multiple types of errors in data. Review any cases that have errors.

1. Select "Data Feedback Reports v2023" in the "Site Review Reports 2023+" folder. Reports in the right column are pre-populated (see image below).
   - Summary report v2023
   - Abnormal emergency department length of stay v2023
   - Abnormal scene time for patients arriving by EMS v2023
   - Patients arriving by EMS w/no ePCR v2023
   - Patient discharge to record submission v2023
   - Records missing discharge status (dead/alive) v2023
   - Records with status "in progress" v2023
   - Patients with potential duplicate records v2023
   - Open cases over or near 60-day timeliness threshold v2023
   - Cases with low validity created > 1 month ago v2023
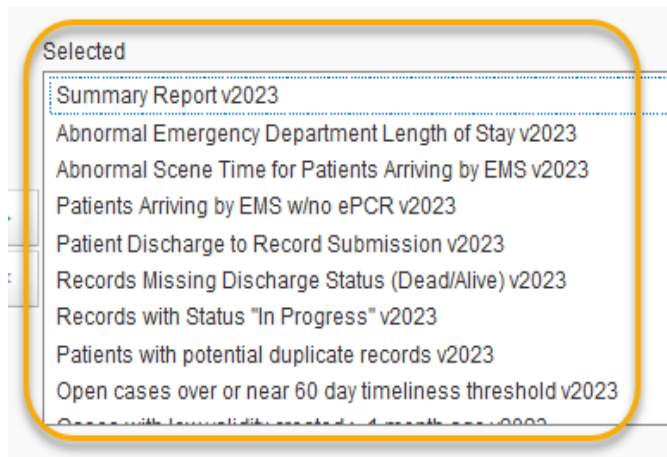
2. Select "Generate Report."
3. Use the drop-down menus to complete the four filters.
   - **Facility Name**: This is the facility for which you need data. Staff members can have access to more than one facility, so choose the appropriate facility.
   - **ED Admission Date** and **ED Discharge Date**: This is the timeframe of the data needed for PRQ. Either type in dates or use calendar to select dates.
   - **Incident Form Title:** The "Wisconsin Trauma Activation Only Form" can be excluded by selecting it from the drop-down menu, otherwise leave blank.
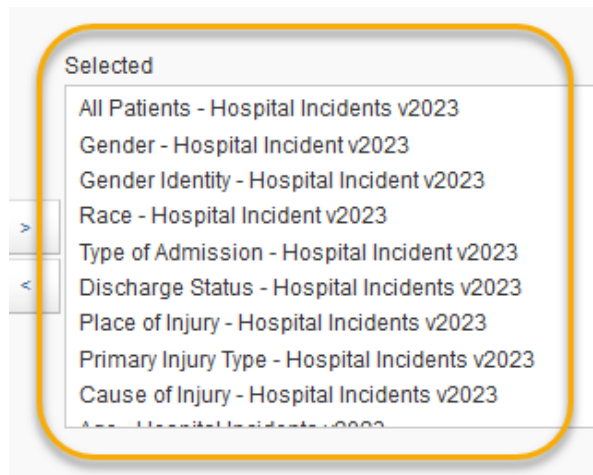

4. Select "Generate Report."

Demographics Report – Hospital v2023

These reports provide demographic data for the site review.

1. Select "Demographics Report – Hospital v2023" in the "Site Review Reports 2023+" folder. Reports in the right column are pre-populated (see image below).
   - All patients – hospital incidents v2023
   - Gender Identity – hospital incidents v2023
   - Gender – hospital incidents v2023
   - Race – hospital incidents v2023
   - Type of admission – hospital incidents v2023
   - Discharge status – hospital incidents v2023
   - Place of injury – hospital incidents v2023
   - Cause of injury – hospital incidents v2023
   - Age – hospital incidents v2023
   - RTS on admission – hospital incidents v2023
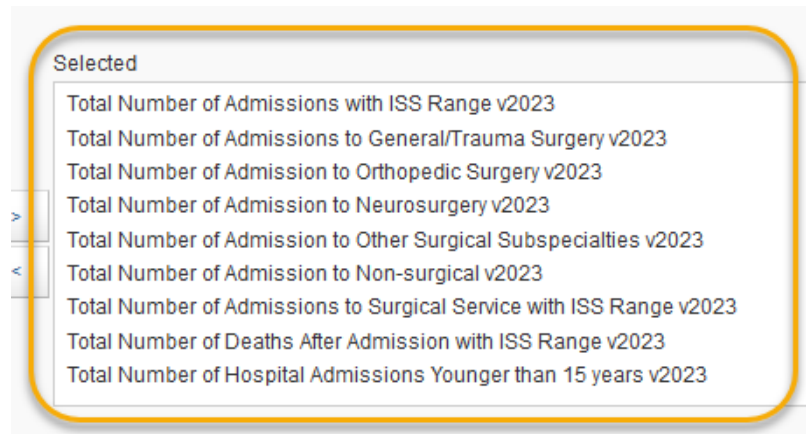   - Injury severity score – hospital incidents v2023

2. Select "Generate Report."
3. Use the drop-down menus to complete the three filters.
   - **Facility Name**: This is the facility for which you need data. Staff members may have access to more than one facility, so choose the appropriate facility.
   - **ED Admission Date:** Enter the PRQ date ranges in the two boxes.
   - **Incident Form Title:** The "Wisconsin Trauma Activation Only Form" can be excluded by selecting it from the drop-down menu, otherwise leave blank.

4. Select "Generate Report."

PRQ Reports Group 1 v2023

These reports provide data to assist in completing the PRQ.

1. Select "PRQ Reports Group 1 v2023" in the "Site Review Reports 2023+" folder. Reports in the right column are pre-populated (see image below).
   - Total Number of Admissions with ISS range v2023
   - Total Number of Admissions to General/Trauma Surgery v2023
   - Total Number of Admissions to Orthopedic Surgery v2023
   - Total Number of Admissions to Neurosurgery v2023
   - Total Number of Admissions to Other Surgical Subspecialties v2023
   - Total Number of Admissions to Non-surgical v2023
   - Total Number of Admissions to Surgical Service with ISS Range v2023
   - Total Number of Deaths After Admission with ISS Range v2023
   - Total Number of Hospital Admissions Younger than 15 years v2023

2. Select "Generate Report."
3. Use the drop-down bars to complete the three filters.
   - **Facility Name**: This is the facility for which you need data. Staff members may have access to more than one facility, so ensure the appropriate facility is selected.
   - **ED Discharge Date:** Enter the PRQ date ranges in the two boxes.
   - **Incident Form Title:** The "Wisconsin Trauma Activation Only Form" can be excluded by selecting it from the drop-down menu, otherwise leave blank.

4. Select "Generate Report."

PRQ Reports Group 2 v2023

These reports provide data to assist in completing the PRQ.

1. Select "PRQ Reports Group 2 v2023" in the "Site Review Reports 2023+" folder. Reports in the right column are pre-populated (see image below).
   - Total Entered into Trauma Registry v2023
   - Average Validity Score v2023
   - Total Number of Transfers in with Mode of Arrival v2023
   - Under Triage Report v2023
   - Over Triage Report v2023
   - Total Number of Activations at Any Level v2023
   - Total Number of Highest Level Activations v2023

2. Select "Generate Report."
3. Use the drop-down menus to complete the three filters.
   - **Facility Name**: This is the facility for which you need data. Staff members can have access to more than one facility, so choose the appropriate facility.
   - **ED Admission Date:** Enter the PRQ date ranges in the two boxes.
   - **Incident Form Title:** The "Wisconsin Trauma Activation Only Form" can be excluded by selecting it from the drop-down menu, otherwise leave blank.
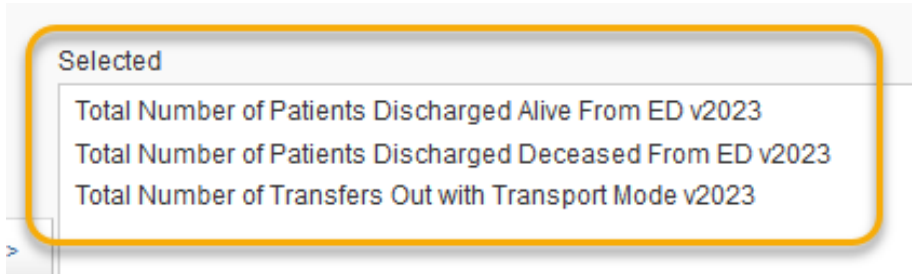

4. Select "Generate Report."

PRQ Reports Group 3 v2023

These reports provides data to assist in completing the PRQ.

1. Select "PRQ Reports Group 3 v2023" in the "Site Review Reports 2023+" folder. Reports in the right column are pre-populated (see image below).
   - Total Number of Patients Discharged Alive From ED v2023
   - Total Number of Patients Discharged Deceased From ED v2023
   - Total Number of Transfers Out with Transport Mode v2023

2. Select "Generate Report."
3. Use the drop-down bars to complete the three filters.
   - **Facility Name**: This is the facility for which you need data. Staff members can have access to more than one facility, so choose the appropriate facility.
   - **ED Discharge Date:** Enter the PRQ date ranges in the two boxes.
   - **Incident Form Title:** The "Wisconsin Trauma Activation Only Form" can be excluded by selecting it from the drop-down menu, otherwise leave blank.


4. Select "Generate Report."

Injuries by ICD-10 Mechanism Category v2023

This report provides the incident ICD-10 injury category and description and percent of total incidents during the specified time period.
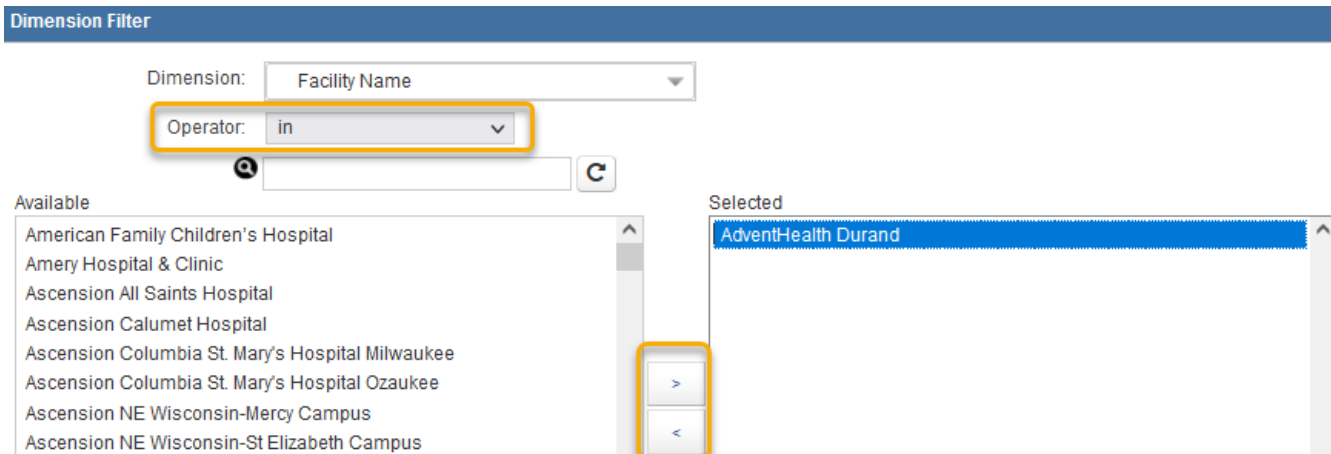
1. Select "Injuries by ICD-10 Mechanism Category v2023" in the "Site Review Reports 2023+" folder.
2. Select the "Filters" tab.
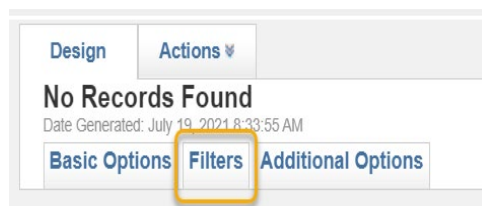
3. Select "Facility Name contains ImageTrend" to open dimension filter box.
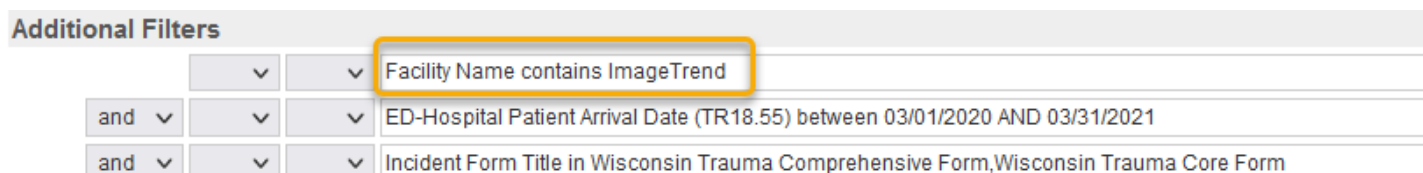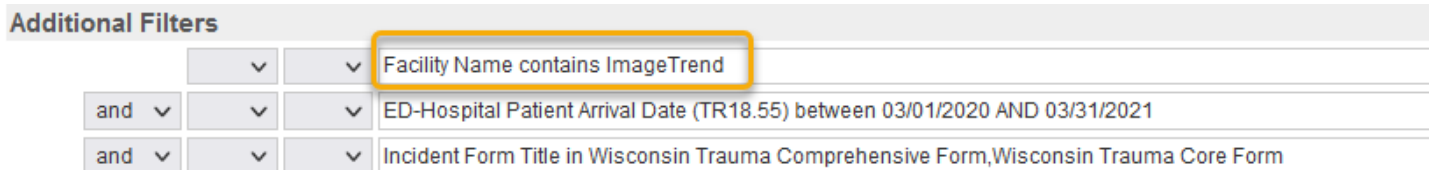
- o Select "in" from operator drop-down list.
- o Double-click facility name to move facility to the right column.
- o Select "OK."
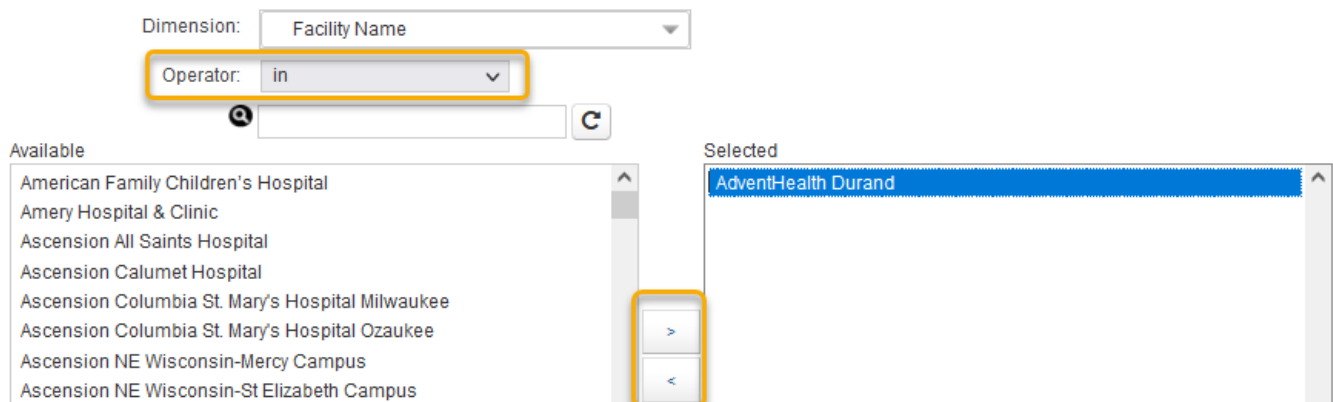
4. Select "ED-Hospital Patient Arrival Date" to open dimension filter box.

- o Enter your start and end dates for the PRQ data reporting period.

o   Select "OK."

Dimension Filter

Dimension: ED-Hospital Patient Arrival Date (TR18.55) ▼

Operator: between ▼

Start Value: 03/01/2020 ▼ 🗓

End Value: 03/31/2021 ▼ 🗓

Here are the valid date and date time strings:

5. Select "Incident Form Title" to open dimension filter box.
    o   Double-click incident form(s) to move forms to the right column
    o   Select "OK."

Dimension Filter

Dimension: Incident Form Title ▼

Operator: in ▼

🔍 [   ] ↻

Available   Selected

Additional Filters

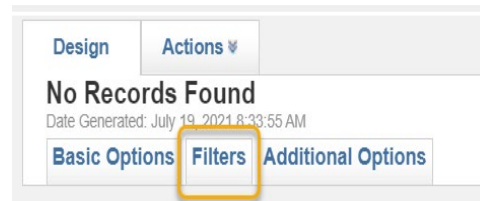|	▼	▼	Facility Name contains ImageTrend
and ▼	▼	▼	ED-Hospital Patient Arrival Date (TR18.55) between 03/01/2020 AND 03/31/2021
and ▼	▼	▼	Incident Form Title in Wisconsin Trauma Comprehensive Form,Wisconsin Trauma Core Form

>

<

6. Select "Generate Report."

Trauma Team Activation Greater than 30 minutes after Trauma Activated v2023

This report shows the number of trauma team activations after 30 minutes of activation with the specified date range.

1. Select "Trauma Team Activation Greater than 30 minutes after Trauma Activated v2023" in the "Site Review Reports 2023+" folder.
2. Select the "Filters" tab.

Design	Actions ⩗

No Records Found
Date Generated: July 19, 2021 8:33:55 AM

Basic Options | **Filters** | Additional Options

3. Select "Facility Name contains ImageTrend" to open dimension filter box.

Additional Filters

	⌄	⌄	Facility Name contains ImageTrend
and ⌄	⌄	⌄	ED-Hospital Patient Arrival Date (TR18.55) between 03/01/2020 AND 03/31/2021
and ⌄	⌄	⌄	Incident Form Title in Wisconsin Trauma Comprehensive Form,Wisconsin Trauma Core Form

- o Select "in" from operator drop-down list.
- o Double-click facility name to move facility to the right column.
- o Select "OK."

Dimension Filter

Dimension: Facility Name

Operator: **in**

Available
- American Family Children's Hospital
- Amery Hospital & Clinic
- Ascension All Saints Hospital
- Ascension Calumet Hospital
- Ascension Columbia St. Mary's Hospital Milwaukee
- Ascension Columbia St. Mary's Hospital Ozaukee
- Ascension NE Wisconsin-Mercy Campus
- Ascension NE Wisconsin-St Elizabeth Campus

Selected
- AdventHealth Durand

4. Select "ED-Hospital Patient Arrival Date" to open dimension filter box.

Additional Filters

	⌄	⌄	Facility Name contains ImageTrend
and ⌄	⌄	⌄	ED-Hospital Patient Arrival Date (TR18.55) between 03/01/2020 AND 03/31/2021
and ⌄	⌄	⌄	Incident Form Title in Wisconsin Trauma Comprehensive Form,Wisconsin Trauma Core Form

- o Enter your start and end dates for the PRQ data reporting period.

      ○ Select "OK."

5. Select "Incident Form Title" to open dimension filter box.

      ○ Double-click incident form(s) to move forms to the right column
      ○ Select "OK."

6. Select "Generate Report."

Over Triage Percentage Report v2023

This report provides the cases that have an ISS less than 15 and had a level 1 trauma team activation.

1. Select "Over Triage Percentage v2023" in the "Site Review Reports 2023+" folder.
2. Select the facility name from the drop-down menu. The region name will pre-populate.

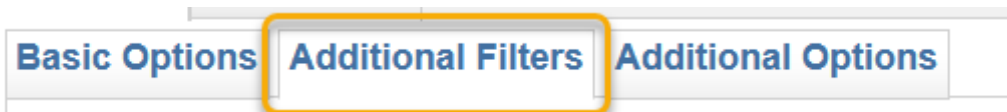3. Select "Generate Report."
4. Select "Additional Filters" tab.

5. Select "ED-Hospital Patient Arrival Date" to open dimension filter box.

- Enter your start and end dates for the PRQ data reporting period.
- Select "OK."

6. Select "Incident Form Title" to open dimension filter box.

Basic Options	Additional Filters	Additional Options

| | ▾ | ▾ | ED-Facility Patient Arrival Date (TR18.55) between 01/01/2021 AND today |
| and ▾ | ▾ | ▾ | Incident Form Title in Wisconsin Trauma Comprehensive Form,Wisconsin Trauma Core Form |

- o Double-click incident form(s) to move forms to the right column.
- o Select "OK."

Dimension Filter

Dimension: Incident Form Title ▾

Operator: in ▾

🔍 [　　　　　　　] ↻

Available
Trauma Import Form
Wisconsin Trauma Activation Only Form
Not Reported

Selected
Wisconsin Trauma Comprehensive Form
Wisconsin Trauma Core Form

>
<

7. Select "Generate Report."

Percent of Time Physician or APP/Mid-level Provider is Present in ED within 30 minutes of Highest Level Activation v2023

This report will provide the total percent of time physicians or APP/Mid-level providor is in the ED within 30 minutes of a highest level trauma activation.

1. Select "Percent of Time Physician or APP/Mid-level Provider is Present in ED within 30 minutes of Highest Level Activation v2023" in the "Site Review Reports 2023+" folder.
2. Select the facility name in the drop-down menu. The region name will pre-populate.

3. Select "Generate Report."
4. Select "Additional Filters" tab.

5. Select "ED-Hospital Patient Arrival Date" to open dimension filter box.

6. Enter your start and end dates for the PRQ data reporting period.

7. Select "OK."

8. Select "ED Physician Arrived Date" to open dimension filter box.

9. Enter your start and end dates for the PRQ data reporting period.

10. Select "OK."
11. Select "Incident Form Title" to open dimension filter box.

- o Double click incident form(s) to move forms to the right column.
- o Select "OK."

12. Select "Generate Report."

Percent of Time Surgeon is Present in ED within 30 minutes of Highest Level Activation v2023

This report provides the total percent of time a surgeon is present in the ED within 30 minutes of a highest level trauma activation.

1. Select "Percent of Time Surgeon is Present in ED within 30 minutes of Highest Level Activation v2023" in the "Site Review Reports 2023+" folder.
2. Follow the same steps listed under "Percent of Time Physician or APP/Mid-level Provider is Present in ED within 30 minutes of Highest Level Activation v2023."

Under Triage Percentage Report v2023

This report provides the cases that have an injury severity score (ISS) greater than 15 and did not have a level 1 trauma team activation (TTA).

1. Select "Under Triage Percentage v2023" in the "Site Review Reports 2023+" folder.
2. Follow the same steps listed under "Over Triage Percentage Report v2023."

Percent of Injured Patients Admitted to Non-Surgical Services v2023

This report provides the percent of patients that were admitted to services that are non-surgical.

1. Select "Percent of Injured Patients Admitted to Non-Surgical Services v2023" in the "Site Review Reports 2023+" folder.
2. Follow the same steps listed under "Over Triage Percentage Report v2023."

Percent of Records Completed within 60 Days of Patient Discharge v2023

This report provides the total percent of records that have been completed within 60 days of the patient being discharged.

1. Select "Percent of Records Completed within 60 Days of Patient Discharge v2023" in the "Site Review Reports 2023+" folder.
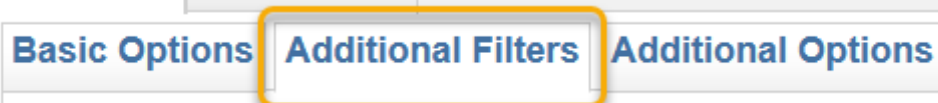2. Select the facility name in the drop-down menu. The region name will pre-populate.

3. Select "Generate Report."
4. Select "Additional Filters" tab.

5. Select "ED Discharge Date" to open dimension filter box.

6. Enter your start and end dates for the PRQ data reporting period.
7. Select "OK."

8. Select "Facility Discharge Date" to open dimension filter box.

9. Enter your start and end dates for the PRQ data reporting period.
10. Select "OK."

11. Select "Incident Form Title" to open dimension filter box.

- o   Double click incident form(s) to move forms to the right column.
- o   Select "OK."

12. Select "Generate Report."

Number of Trauma Patients Admitted with ISS > 15 per Physician v2023

This reports shows the number of trauma patients with an ISS greater than 15 that a physician has admitted in a given time period.

1. Select "Number of Trauma Patients Admitted with ISS > 15 per Physician v2023" in the "Site Review Reports 2023+" folder.

2. Select "Generate Report."
3. Use the drop-down menus to complete the five filters.
   - **Facility Name**: This is the facility for which you need data. Staff members can have access to more than one facility, so choose the appropriate facility.
   - **Admitting Service:** This is the admitting service of the patient. This field can be left blank to return more patients.
   - **Admitting MD/Staff:** This is the staff member who admitted the patients.
   - **ED Discharge Date:** This is the timeframe of the data needed for PRQ. You can either type in the dates or use the calendar to select dates.
   - **Incident Form Title:** The "Wisconsin Trauma Activation Only Form" can be excluded by selecting it from the drop-down menu, otherwise leave blank.

4. Select "Generate Report."

Number of Trauma Patients Admitted per Year per Physician v2023

This report provides the number of trauma patients admitted by a physician for a specified time frame.

1. Select "Number of Trauma Patients Admitted per Year per Physician v2023" in the "Site Review Reports 2023+" folder.
2. Select "Generate Report."

3. Use the drop-down bars to complete the four filters.
   - **Facility Name**: This is the facility for which you need data. Staff members can have access to more than one facility, so choose the appropriate facility.
   - **ED Discharge Date:** This is the timeframe of the data needed for PRQ. You can either type in the dates or use the calendar to select dates.
   - **Admitting MD/Staff:** This is the staff member who admitted the patients.
   - **Incident Form Title:** The "Wisconsin Trauma Activation Only Form" can be excluded by selecting it from the drop-down menu, otherwise leave blank.

4. Select "Generate Report."

Number of Trauma Craniotomies per Year per Physician v2023

This report shows the number of trauma craniotomies per year per physician for a given time period.

1. Select "Number of Trauma Craniotomies per Year per Physician v2023" in the "Site Review Reports 2023+" folder.
2. Select "Generate Report."

3. Use the drop-down bars to complete the six filters.
   o **Facility Name**: This is the facility for which you need data. Staff members can have access to more than one facility, so choose the appropriate facility.
   o **Admitting MD/Staff:** This is the staff member who admitted the patients.
   o **ICD-10 Procedure Code:** This is the procedure code for the craniotomy. You can use keywords to find it.
   o **ICD-10 Procedure Description:** Keywords can be used to find the ICD-10 procedure, or it can be left blank. The information will still show up in the report.
   o **ED Discharge Date:** This is the timeframe of the data needed for PRQ. You can either type in dates or use the calendar to select dates.
   o **Incident Form Title:** The "Wisconsin Trauma Activation Only Form" can be excluded by selecting it from the drop-down menu, otherwise leave blank.

4. Select "Generate Report."

Physicians and Count of Procedures v2023

This report shows the operative procedures performed by specific providers for a specified time frame.

1. Select "Physicians and Count of Procedures v2023" in the "Site Review Reports 2023+" folder.
2. Select "Generate Report."

| Columns | Display | Grouping | Sorting | Criteria | Additional Options | Actions ⌄ | | Generate Report » |

Columns: Physicians and Count of Procedures v2023

Data Set: Hospital Incidents

3. Use the drop-down bars to complete the five filters.
   - **Facility Name**: This is the facility for which you need data. Staff members may have access to more than one facility, so ensure the appropriate facility is selected.
   - **ED Discharge Date:** This is the timeframe of the data needed for PRQ. You can either type in the dates or use the calendar to select dates.
   - **Admitting MD/Staff:** This is the staff member who admitted the patients.
   - **ICD-10 Procedure Performed Location:** This is the area of hospital in which the procedure is performed.
   - **Incident Form Title:** The "Wisconsin Trauma Activation Only Form" can be excluded by selecting it from the drop-down menu, otherwise leave blank.

Filter Your Results

Facility Name:	is equal to	• Select One • ▼
ED Discharge Date (TR17.25):	is between	[ ] 📅 and [ ] 📅
Admitting MD/Staff (TR18.98):	is equal to	• Select One • ▼
ICD-10 Procedure Performed Location (TR200.11):	is equal to	• Select One • ▼
Incident Form Title:	is not equal to	• Select One • ▼

Select the "Wisconsin Trauma Activation Only Form" if you'd like to exclude any patients captured on this form at your facility.

4. Select "Generate Report."

PRQ Data Elements Report without Procedures v2023

This report provides data needed to complete the PRQ. This is to be exported as a CSV file. With the CSV file, the data can be reviewed to verify data and/or filtered to answer PRQ questions as an alternate to the individual and group reports.

1. Select "PRQ Mega Report without Procedures v2023" in the "Site Review Reports 2023+" folder.

2. Select "Generate Report."
3. Use the drop-down bars to complete the three filters.
   - **Facility Name**: This is the facility for which you need data. Staff members may have access to more than one facility, so ensure the appropriate facility is selected.
   - **ED Admission Date:** This is the timeframe of the data needed for PRQ. You can either type in the dates or use the calendar to select dates.
   - **Incident Form Title:** The "Wisconsin Trauma Activation Only Form" can be excluded by selecting it from the drop-down menu, otherwise leave blank.

4. Select "Generate Report."

PRQ Data Elements Report with Procedures v2023

This report provides data needed to complete the PRQ. This is to be exported as a CSV file. With the CSV file, the data can be reviewed to verify data and/or filtered to answer PRQ questions as an alternate to the individual and group reports. With the procedures, patients can be listed multiple times if they have multiple procedures. Please use appropriately.

5. Select "PRQ Mega Report without Procedures v2023" in the "Site Review Reports 2023+" folder.

6. Select "Generate Report."
7. Use the drop-down bars to complete the three filters.
    - **Facility Name**: This is the facility for which you need data. Staff members may have access to more than one facility, so ensure the appropriate facility is selected.
    - **ED Admission Date:** This is the timeframe of the data needed for PRQ. You can either type in the dates or use the calendar to select dates.
    - **Incident Form Title:** The "Wisconsin Trauma Activation Only Form" can be excluded by selecting it from the drop-down menu, otherwise leave blank.

8. Select "Generate Report."