

Trauma Hospital Profile Instructions

For Site Reviewers

The Trauma Hospital Profile (THP) is an online repository of all the information surrounding a hospital’s trauma designation application. The trauma program manager at each facility completes their facility’s profile (i.e., application) using this tool. The site reviewers can then view that profile and previous site visit reports ahead of the visit. After (or during) the visit, the review team completes their report online within that same profile and submits it to MDH trauma system staff for processing. The State Trauma Advisory Council (STAC) can then view the profile and reports—both current and past—as they consider recommending the hospital for designation.

A user can only view the portion of the profile for which they have been granted access. For example, a trauma program manager can only view their profile and final STAC report, but not site reviewers’ report. Site reviewers can see the profiles assigned to them but no other profiles. Each user can be assigned multiple roles (e.g., Trauma Program Manager and Site Reviewer), but again, can only view materials that have been specifically assigned to them.

User accounts are established using the user’s email address as the account ID. Contact one of the trauma system designation coordinator for account changes.

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Establish a Password

1. Open your internet browser and go to the [trauma hospital profile](https://traumasystem.web.health.state.mn.us/traumasystem/tcda/). (If this link doesn’t work, copy and paste this address into your browser’s address bar: <https://traumasystem.web.health.state.mn.us/traumasystem/tcda/>.) The application is optimized for Google Chrome and Mozilla Firefox. Some users have reported difficulty using this application with Internet Explorer, particularly older versions (IE 9 and below). Additionally, organizations often configure the security settings in Internet Explorer to suit the needs of their internal applications. Those settings can prevent the THP from functioning correctly. For this reason, consider using Google Chrome or Mozilla Firefox.



2. Type the email address that is associated with your account and click “Reset Password.” A temporary password will be sent to your inbox. Check you junk email folder too; it may have been intercepted as spam.



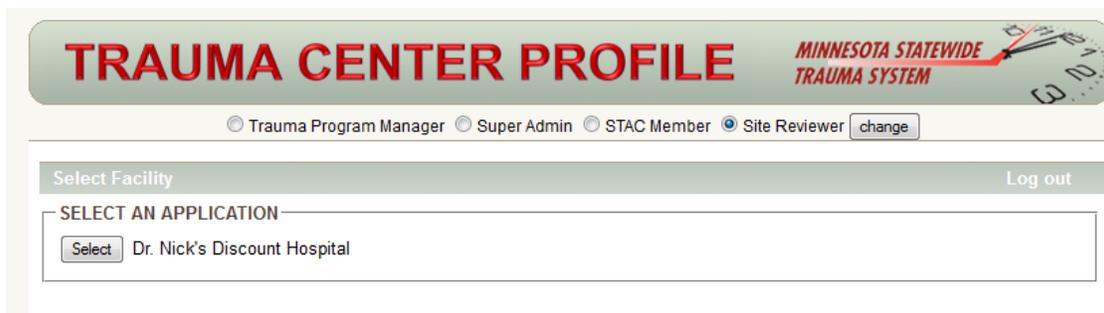
3. Copy and paste or transcribe the temporary password into the login form and click “Login.” You will be prompted to change your password. When copying and pasting, be careful not to copy and paste spaces. When transcribing, be careful to distinguish the letters from numbers that look similar.

View a Profile

1. Once you are logged in, select the login type. Most users will have only one login type to choose from. But those who are trauma program managers or members of the STAC may see additional options.



2. On the next page you will see a list of the hospital profiles that have been assigned to you. Select the profile to view the hospitals application materials and access the reporting section.



3. There are six tabs. Select the “Application Documents” tab to view the hospital’s profile. The remaining five tabs are for writing the site visit report.



4. The first link on the “Application Documents” tab is a PDF of the application questions, while the second link, “*Combined supporting documents*,” is a PDF of all of the supporting documents collectively. The links following on this page will download each of the individual supporting documents that are combined in the *Combined supporting documents* link (e.g., job descriptions, TTA policy etc.).

TRAUMA HOSPITAL PROFILE

MINNESOTA STATEWIDE
TRAUMA SYSTEM

Trauma Program Manager Super Admin STAC Member Site Reviewer

Select Facility Resources

Log out

Facility - Dr. Nick's
Designation - Level 3

Application Documents **Introductory** **Strengths** **Opportunities** **Case Summaries** **Closing**

[Dr. Nick's Application](#)
[Combined supporting documents](#)

Leadership

Trauma Medical Director/Advisor (TMD)

Upload the TMD job description. (Must be PDF)
[meddirjobdesc.pdf](#)

Trauma Program Manager/Coordinator (TPM)

Upload the TPM job description. (Must be PDF)
[mngcoordjobdesc.pdf](#)

Organizational Information

Write a report

1. Select the "Introductory" tab and type your introductory comments into the text box. Select "Save" to enter it into the report.

Avoid the use of quotation marks (" ") and the ampersand (&). These characters are not supported by the database server and may prevent the report from saving.

Select Facility

Log out

Facility - Minnesota Department of Health
Designation - Level 3

Application Documents **Introductory** **Strengths** **Opportunities** **Case Summaries** **Closing**

last updated by: Chris Ballard

- When saved, the box will appear grayed-out. Either site reviewer can edit the comment by selecting the pen icon from the right side of the screen.

Select Facility Log out

Facility - Minnesota Department of Health Submit Final Report

Designation - Level 3

Application Documents | Introductory | **Strengths** | Opportunities | Case Summaries | Closing

Wow, what a great site visit! This hospital really has it goin' on. 

last updated by: Chris Ballard

- Enter strengths in a similar fashion. After saving, the comment will appear below and a new blank text box will appear. Enter each strength in a new text box. Either reviewer can edit or delete any of the individual comments.

Select Facility Log out

Facility - Minnesota Department of Health Submit Final Report

Designation - Level 3

Application Documents | Introductory | **Strengths** | Opportunities | Case Summaries | Closing

Strength

Save New Comment

Strength

The hospital is strong.  

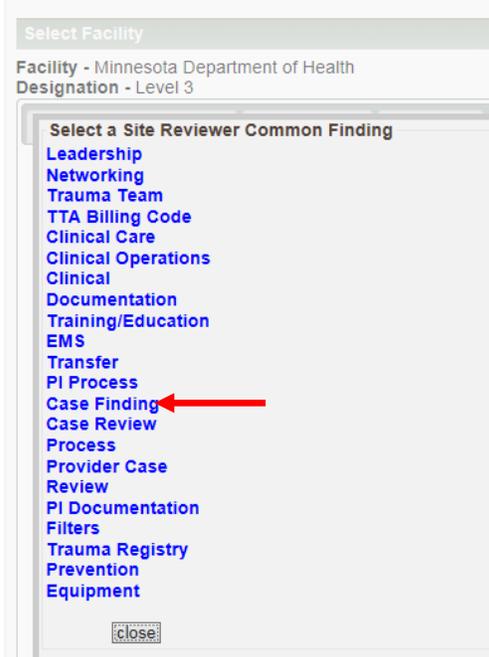
last updated by: Chris Ballard

- The “Opportunities” tab contains two text fields: One for the finding context and one for the specific recommendation. Again, once saved, the comments will appear below and a new set of blank text boxes will appear.

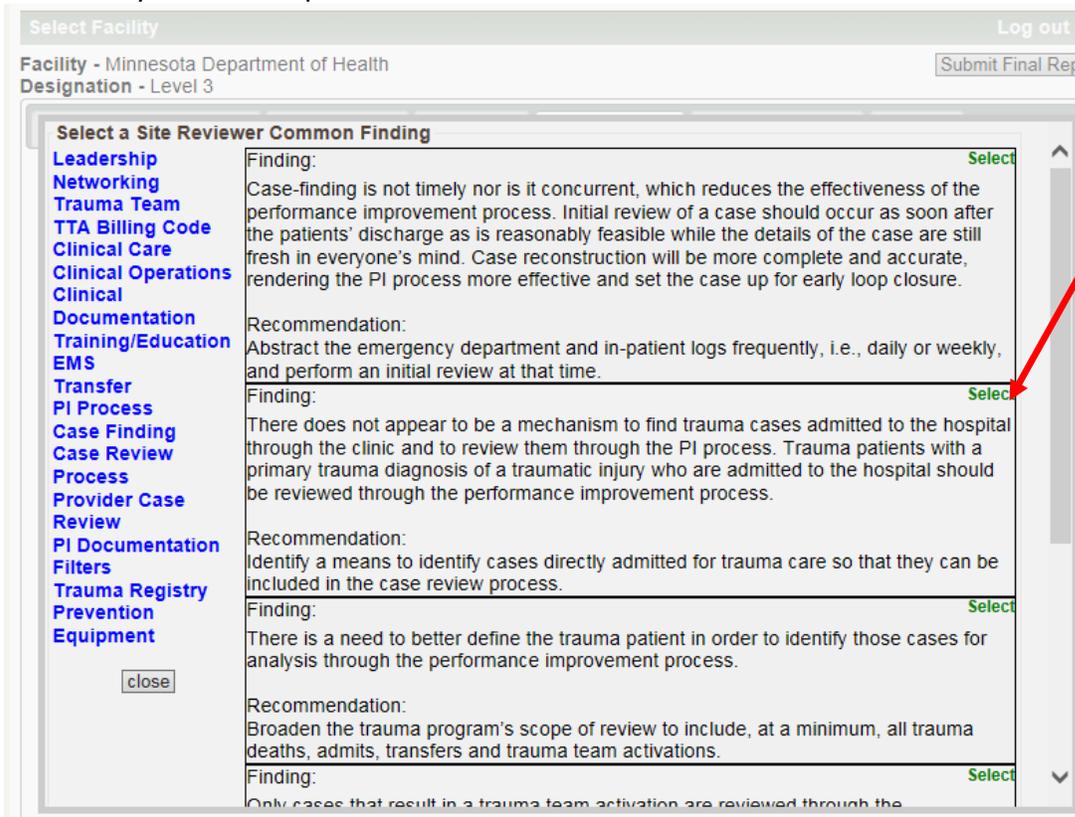
The tab also contains a link to a set of common findings and pre-written verbage that can be used to automatically populate the text fields.

The screenshot shows a web application interface with a header bar containing "Select Facility" and "Log out". Below the header, the facility information is displayed as "Facility - Minnesota Department of Health" and "Designation - Level 3", with a "Submit Final Report" button. A navigation menu includes tabs for "Application Documents", "Introductory", "Strengths", "Opportunities", "Case Summaries", and "Closing". A red arrow points to the "Opportunities" tab. The main content area features a "Select from common findings" link, two text input fields labeled "Finding Content" and "Recommendation", and a "Save New Comment" button. Below these fields, a preview of a finding and recommendation is shown, including the text: "The process for case review is somewhat fragmented and inconsistent." and "The trauma program manager should provide the initial review, scrutinizing whether the standards of care were met. The trauma program manager should then identify certain cases for review by the medical director. Typically, this is any case in which care or decision-making is questioned, or unacceptable deviations from the established performance standards are identified. Additionally, there should be criteria that prompts an automatic medical director review such as all trauma deaths, admits and trauma team activations. After the medical director reviews the case, the two together can determine if a performance improvement initiative should be pursued and if there is value to discussing the identified learning opportunities with the other trauma care providers. If so, the case should be referred to the provider case review committee. The trauma program manager should be in attendance at this meeting to take notes, document the action plan and ensure that the goals of the meeting are accomplished." The preview also includes a "last updated by: Chris Ballard" note.

5. To choose from a common finding, first select the category of the comment.



6. Scroll through the list of available findings and recommendations and select the one that is closest to your desired point.



7. The text will be loaded into the text boxes where you can edit it, customizing it for the hospital. Save the new comment.

The screenshot shows a web interface for a trauma system. At the top, there is a header with 'Select Facility' on the left and 'Log out' on the right. Below the header, the facility name 'Facility - Minnesota Department of Health' and designation 'Designation - Level 3' are displayed. A 'Submit Final Report' button is located in the top right corner. A navigation bar contains several tabs: 'Application Documents', 'Introductory', 'Strengths', 'Opportunities', 'Case Summaries', and 'Closing'. The 'Opportunities' tab is currently selected. The main content area is titled 'Findings' and includes a link 'Select from common findings'. It contains two text boxes: 'Finding Content' with the text 'There does not appear to be a mechanism to find trauma cases admitted to the hospital through the clinic and to review them through the PI process. Trauma' and 'Recommendation' with the text 'Identify a means to identify cases directly admitted for trauma care so that they can be included in the case review process.' A 'Save New Comment' button is at the bottom of the form.

8. Record your case summaries on the next tab. Each reviewer can only view their own case summaries. Of the four classifications (death, transfer, TTA, non-surgeon admit), any or all can be assigned to each case. Be sure to address each of the three areas: (1) Summary of the case, (2) the hospital's PI activity and (3) your assessment of the care and the hospital's PI activity.

The screenshot shows the 'Case Summaries' section of the web interface. The header and facility information are the same as in the previous screenshot. The 'Case Summaries' tab is now selected in the navigation bar. The main content area includes a 'Medical Record Number Key Code' input field, followed by four checkboxes: 'Death', 'Transfer', 'Trauma Team Activation', and 'Admitted by Non-surgeon'. Below these are three large text boxes for 'Case Summary', 'Hospital PI', and 'Reveiwler's Assessment of Hospital's PI Findings'. A 'Save New Case Summary' button is located at the bottom of the form.

9. Enter closing comments.

Select Facility Log out

Facility - Minnesota Department of Health Submit Final Report

Designation - Level 3

Application Documents | Introductory | Strengths | Opportunities | Case Summaries | **Closing**

Save New Comment

10. When both reviewer are satisfied that the report is complete, each member of the team selects “Submit Final Report” to notify the designation coordinators that the report is ready for processing. Both reviewers must submit their report! The report will be locked and you will receive a confirmation email. If you would like to amend your report after submitting it, contact the designation coordinator to have it unlocked. Mail your written notes and invoice into the MDH trauma system office.

TRAUMA HOSPITAL PROFILE MINNESOTA STATEWIDE TRAUMA SYSTEM

Trauma Program Manager Super Admin STAC Member Site Reviewer change

Select Facility Resources Log out

Facility - Dr. Nick's Submit Final Report

Designation - Level 3

Application Documents | Introductory | Strengths | Opportunities | Case Summaries | **Closing**

Whew! I'm glad that's over.

last updated by: Chris Ballard

11. Log out when you are finished.

TRAUMA HOSPITAL PROFILE MINNESOTA STATEWIDE TRAUMA SYSTEM

Trauma Program Manager Super Admin STAC Member Site Reviewer change

Select Facility Log out

You are logged in as a STAC reviewer.

Your done!