

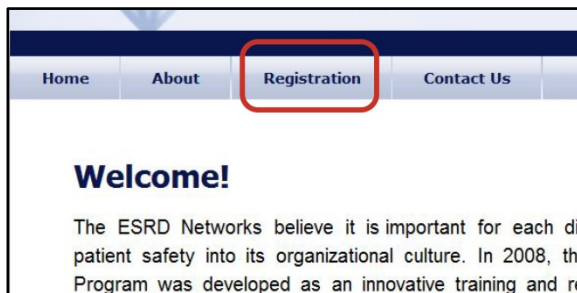


Five Diamond Patient Safety Program

Website Guide for Network 11 Facilities

Registration

1. Go to the 5-Diamond Website <http://5diamondpatientsafety.org/Home.aspx>
2. Go to the registration tab.



3. Complete the registration form.

Facility Information	
Facility Name:	<input type="text"/>
Facility NPI #:	<input type="text"/>
Network:	--Select One--
Total # of Staff (including MD, SW, & Diet):	<input type="text"/>
Total # of Patients:	<input type="text"/>
Please indicate if you prefer to view module tools & resources or if you plan to participate in the program for Diamond status:	--Select One--
User Information	
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Phone Number:	<input type="text"/>

4. After completing the form, you will receive an email confirming your registration. You are now ready to begin the program!

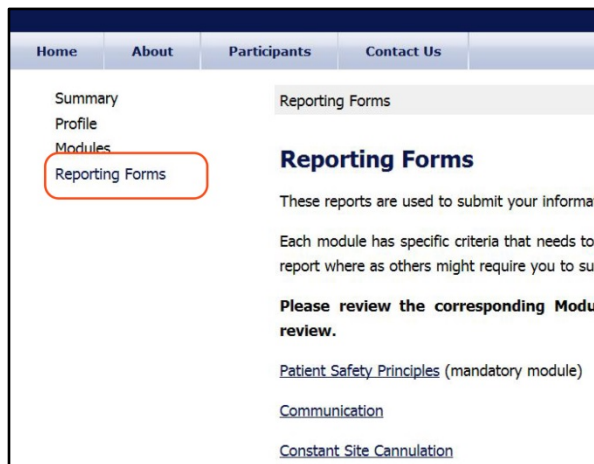
Logging In

1. Go to <http://5diamondpatientsafety.org/Home.aspx>
2. Go to “Log in” In the upper right hand corner of the page.
3. Enter your user name (email address) and password.
4. After you have logged in, you will now see that your name has replaced the “Log In” link.



Completing and Submitting Modules

1. When you are logged into the website, you will see a “participants” tab.
2. From the dropdown menu, select “modules”.
3. On each module page, you need to complete the required activities.
4. When you have completed the required activities, you need to submit your project reporting form. (You can access this at the bottom of each module page, or from the reporting forms page.)



- After you have entered the required information into the project reporting form, you need to agree to maintain the documentation of the module.

Participating facilities may be subject to random audit of module documentation. Select Yes below to agree that your facility will maintain complete documentation for this module until December 31, 2015. Documentation includes your in-service log, copies of Health Literacy Assessment Forms completed by 25% of your facility's patients, and the 8 Ways You Can Improve Health Communication log signed by 100% of your facility's staff.

Yes

- Click “submit” to send your module to the Network Manager. (If you receive an error message about the number of staff or patients—see the “Updating Your Profile” section at the end of this document.)

Viewing Your Status

You can always check on your status in the program by visiting your “Summary” page. You will see three status types.

- Submitted for Review** - Network Manager is in process of reviewing the module.
- Completed** - you will be able to download and print your certificate.
- Additional Info Needed** - Your Network Manager will contact you.

Home About Participants Contact Us

Summary Profile Modules Reporting Forms

Participants > Summary

Summary of Participant Status

This is the participant summary page. Please use the links to the left to navigate through our members section and access resources for your facility.

Below you will find a list of all module reports that you have submitted. Each report will be reviewed with the status being updated as it is processed. You can check here at any time to get an up to date status of your submissions. Once the report has been processed and the mandatory *Patient Safety Principles* module has been completed, you will receive a diamond.

Diamond Status: [Click Here](#) to download your certificate.

Module	Date Submitted	Status	View
HandHygiene	1/21/2014 11:12:10 AM	Additional Info Needed	View
PatientSafetyPrinciples	1/8/2014 10:54:44 AM	Completed	View

Updating Your Profile

Your profile page contains the information that you entered into your registration form. You can make changes as needed. For example, you may need to change the number of staff or patients during the program year.

When you complete a project reporting form, the system verifies the number of staff and the number of patients that you entered in your profile information.

Sharps Safety Reporting Form

Please complete the form below providing the requested information regarding the Sharps Safety module in your facility:

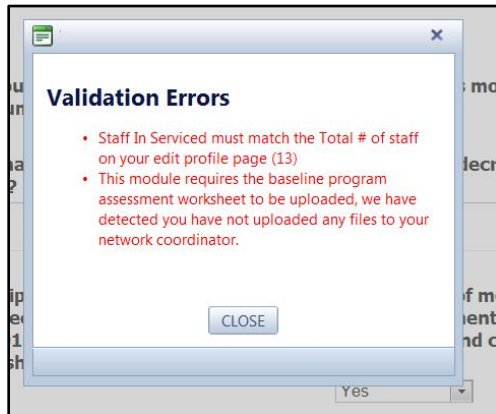
Provider Number:

Number of Staff In-Serviced:

Does not match
profile page

Update Profile	
FirstName:	Anna
LastName:	Heininger
Facility Name:	Test Network 11
Total Number of Staff:	13
Total Number of Patients:	10
Phone Number:	6516449877
<input type="button" value="OK"/>	

If the numbers are different, from profile to reporting form, you will receive an error message.



Contact Network 11

For additional questions about the 5-diamond Patient Safety Program, please contact Anna Heininger at aheininger@nw11.esrd.net or 651-644-9877.