Welcome to Quantros

Log into Quantros: https://qxpert.quantros.com/fmolhs/

Directions to access Quantros, our Safety Event Management (SEM) event reporting system, are below.

You can access the Quantros application through the College Portal or Home page as well as through any other FMOLHS facilities home page.

I. Login Process

- You should login with your network user ID and password in order to submit an event.
- You will need to login if you are a manager or director responsible for reviewing the events submitted.
- If you do not have a network user ID or password you may report by using the anonymous reporting feature.
- Students will have to use the anonymous reporting feature.

NOTE:

- Your User ID: Your user ID will be the same User ID that you log into your computer/email with. Your network ID.
- Password: Will be the same password you would use when you log into your computer/email.

Important: The login process is case-sensitive.

II. Choosing Facility

Once you have successfully logged in you will then see the “landing page”. This is where you will select the URL for the Quantros report based on the facility where the event occurred. Note, if the event occurred outside of an FMOL facility you will choose “Our Lady of the Lake Regional Medical Center”.

![Quantros Login Screen]
III. Login or Anonymous Reporting

You may login with your network user ID and password or you may report an event using anonymous reporting feature:

Note to report an event anonymous, you must first choose a facility from the drop down box and then choose the correct person type.
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IV. Selecting Person Type

Select “Patient” if it is a patient safety event
   “Employee” if it is an employee or student worker safety event
   “Visitor” if it is a visitor or student safety event

Note: Student safety event will usually be entered as “Visitor” unless the safety event involved a student worker.

V. General Tips:

• Note your Safety Event ID number for future reference.
• Note any question that has a red asterick * next to it is a mandatory question that must be answered in order to save your event as complete.
• Provide as much factual detail as you can throughout the report.
• Disciplinary action as a result of the safety event must NOT be documented in Quantros.
• You will want to make note of your event number located on the top of the screen, especially if you are using the anonymous reporting feature or you need to return to report later. You will need this number in order to track your event or complete later if you save it as incomplete.
• When entering an event involving a patient at non-FMOL facility, DO NOT enter identifying information about the patient in Quantros. You will need to enter the patient information on a paper incident report form and note the Quantros Event ID number on the paper form.

VI. Entering an Event:

• When entering a patient event at an FMOL facility you will choose that particular facility. You will need to note if this was an “actual event” or a “near miss/close call”.
• You will then use the “advanced search” feature to categorize the event. Example: Fall, Medication, etc.

Example: for a sharps injury, select “Needlestick and/or Sharp Object Injury” from the drop down.
VII. Location of Event

When you get to the department where the event was discovered you need to consider if the event occurred at an FMOL facility, the College or outside an FMOL facility before making your selection.

- If the event occurred at an FMOL facility, you will choose the appropriate hospital related department for where event occurred and you will choose OLOL College for area/department involved.

- If the event occurred at the College, the location questions in the Employee or Visitor screen may be different than the example above in the patient reporting screen. You will choose OLOL College for “Where did this occur?” and the Building name for “Location.”
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- If the event occurred **outside of an FMOL facility** you will answer OLOL College for where event was discovered and leave the “area/department involved” blank. (Note: you **cannot** choose OLOL College for both locations- they system will not allow that.)

You will also need to answer “yes” to the question “Was an external Facility involved”. When you choose yes to this questions you will get a free text field and this is where you will include the name of the facility where the event occurred.

ANOTHER EXAMPLE: When entering an event involving a student, for example, a student receives a needle stick or has some sort of injury; this will be entered as a **Visitor** event. Under “Department where this event was discovered?” you will put OLOL College. For the question, “Another area/department involved?” if inside FMOL you will choose the area where the event occurred, such as ER, MICU, etc. If outside FMOL you will skip and mark yes for “was an external facility involved?” and then type in the external facility.

*Note if there is not enough space to include what you need to put in this section you may include that detail in the description under “What Happened”.
VIII. Degree of Harm

- Indicate the degree of harm. Click on the blue 'i' for more information about definitions of severity. Use your best judgment when selecting the degree of harm. Note: your definitions will vary depending on your event type (Patient, Visitor, Employee).
IX. Who was involved

To add anyone who may have been involved in the event in any way, including notification that the event occurred, you will click on blue add button. You can add as many people as necessary. Please complete as much information as possible.

NOTE: When entering an event involving a patient at non-FMOL facility, DO NOT enter identifying information about the patient in Quantros. You should enter “Patient Information Not Known”. Then you will need to complete a paper incident report form with the patient information and note the Quantros Event ID number on the paper form.

X. Submitting the Report

- When you are finished with your data entry you can hit “submit” to complete your event. You also have the option to save your event as incomplete and finish it at a later time. It is very important that if you choose to do this that you write your event number down so that you may locate your report to complete at a later time.

- If you saved an event as incomplete using the “Anonymous” reporting feature you must have your event report number in order to complete your event. It is the only way you will be able to locate the report again. On the log in screen you will go to “Complete My Event” enter your event number and hit “go” in order to complete the event.
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For any questions, please contact:

Your manager, Instructor, or Director of Campus Health & Safety (Denise Gillespie) at 768-1755 or Risk Management (Susan Dixon) at (225) 765-8855 or Gretchen Fuentes via email Gretchen.Fuentes@fmolhs.org or (225) 526-4191

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For IS questions or difficulties, please contact the Help Desk. The Help Desk can assist with difficulties logging in if you have a network log in.

*This contact sheet will be updated as the Quantros project moves forward. You will be notified of new contacts and help numbers. In the interim, please use the above contacts as your resource, should you have a question or need assistance.*