D⊙H STATE OF NEW YORK
DEPARTMENT OF HEALTH
433 River Street, Suite 303, Troy, New York 12180-2299

Richard F. Daines, M.D.
 Commissioner

September 7, 2007
DPACS: 07 - 13

Dear Chief Executive Officer:

As you may be aware, the New York Patient Occurrence Reporting and Tracking System (NYPORTS) is experiencing technical difficulties that may be interfering with your ability to report adverse events to the Department. The purpose of this letter is to clarify the Department's expectations with respect to adverse event reporting and to explain the reporting process that all facilities must follow until the technical issues are resolved.

While the Department is working with our contractors to address these issues, it is expected that facilities continue to report adverse events to the Department within existing timeframes. The Department encourages facilities to attempt submission of its adverse events through the electronic system. However, if attempts are unsuccessful or if a facility is currently unable to gain access to the system, the appropriate documentation must be submitted to the Department's Regional NYPORTS coordinators via fax. A listing of the Department's Regional NYPORTS coordinators has been attached to this letter for your convenience. Additionally, Word versions of both the NYPORTS Short Form and the Root Cause Analysis framework have been provided. These documents can be modified electronically, printed, and then faxed to the Department to fulfill reporting requirements. Adverse event reports must not be e-mailed to the Department due to concerns about confidentiality and data protection.

It is our understanding that some facilities have been unable to electronically report events to NYPORTS for several weeks, and in some cases, longer. If these events have not been electronically reported and have not been faxed to the Regional NYPORTS coordinators, please ensure that these events are reported as soon as possible.

At this time we re working on identifying the source of the problem and making the necessary corrections. Once NYPORTS has been restored, facilities will need to enter these cases into the electronic system. Due to internal data controls, Department staff are unable to enter adverse events for an individual hospital.

We apologize for the inconvenience that these systems issues have caused. As soon as NYPORTS is fully functional, you will be notified by letter, as well as, by an announcement on the NYPORTS Bulletin Board.

Sincerely,

Martin J. Conroy
Director
Division of Primary & Acute Care Services

NYS Department of Health
Regional NYPORTS Coordinators

BUFFALO (Western Region): **MARY BETH QUINN-**
> **Phone: (716) 847-4357**
> **Fax:** 716-847-3916
> INCLUDES COUNTIES: Niagara, Orleans, Genesee, Erie, Wyoming, Allegany, Chautauqua, Cattauraugus.

ROCHESTER (Western Region): **LYNNE DEY-**
> **Phone: (585) 423-8045**
> **Fax: (585-423-8028)**
> INCLUDES COUNTIES: Monroe, Wayne, Ontario, Livingston, Seneca, Yates, Schuyler, Steuben, Chemung.

SYRACUSE (Central Field Office): **SANDRA ROTUNNO, SHARON AUSTIN, AND RUSS GROGAN**
> **Phone: (315) 477-8561**
> **Fax: (315) 477-8586**
> INCLUDES COUNTIES: St Lawrence, Jefferson, Lewis, Herkimer, Oswego, Oneida, Onondaga, Madison, Cayuga, Cortland, Chenango, Tioga, Broome,Tompkins

CAPITAL DISTRICT (Northeast Region): **COLLEEN KEWLEY AND RITA CEDAR**
> **Phone: (518) 408-5329**
> **Fax: (518) 408-5392**
> INCLUDES COUNTIES: Clinton, Franklin, Essex, Hamilton, Warren, Fulton, Saratoga, Washington, Rensselaer, Albany, Schoharie, Otsego, Delaware, Greene, Columbia, Schenectady, Montgomery.

HUDSON VALLEY (New York Metropolitan): **RHONDA ASKINAZI AND YVONNE HUNTER-TULLOCH**
> **Phone: (914) 654-7011**
> **Fax: (914) 654-7023**
> INCLUDES COUNTIES: Ulster, Dutchess, Sullivan, Orange, Putnam, Westchester, Rockland.

NEW YORK CITY (New York Metropolitan): **MARIANNE OROS**
> **Phone: (212) 417-5990**
> **Fax: (212) 417 6207**
> INCLUDES COUNTIES: Bronx, New York, Queens, Kings, Richmond

LONG ISLAND (New York Metropolitan): **MARY WALTERS-FRANCO AND TONI SCIARRO- HARDI**
> **Phone: (631) 851-4300**
> **Fax: (631) 851-4327**

INCLUDES COUNTIES: Nassau, Suffolk.