

## Adverse Events Reporting: Aggregate Reviews

An aggregate review is a type of root cause analysis. It is used by facilities to analyze root cause and develop corrective action plans when there are *multiple occurrences of the same type of event* in the same three-month reporting period (quarter). Aggregate review is an effective way for facilities to analyze adverse events in a more comprehensive, system-focused method; to identify common root causes and to identify and implement a comprehensive prevention strategy throughout the facility.

To conduct an aggregate review:

- Continue the usual process to notify the Department of Health (DOH) within 48 hours of confirming an adverse event. Using the [electronic notification form](#).
- Maintain a quarterly, chronological log of your confirmed adverse events. Include a short summary of the event, the root cause, and casual statement(s).
- When two or more of the same type of adverse event occur within the same quarter, identify common causes/circumstances that contributed to the multiple occurrences.
- Develop a corrective action plan that addresses all components of your overall prevention strategy. This may include care coordination, equipment, documentation, clinical practice/knowledge, special clinical issues, or organizational issues. You will need to:
  - Highlight the risk reduction plans for each component.
  - Identify who is responsible for making changes/corrections, a timeline for implementation and your measure of success.
  - Identify the members of your root cause analysis team and describe how you report this work to your leaders.
  - Examples of aggregate reviews:
    - [Unintended retention of surgical sponge](#) (PDF)
    - [Stage 3 or 4 pressure ulcer acquired after admission](#) (PDF)
- Prepare an aggregate review report. Include your chronological log and your corrective action plan. Send your aggregate review report to DOH according to this schedule:

<b>Reporting Quarter</b>	<b>Due date</b>
<b>January 1 – March 31</b>	April 15
<b>April 1 – June 30</b>	July 15
<b>July 1 – September 30</b>	October 15
<b>October 1 – December 31</b>	January 15

- Send your aggregate review report to:
  - (For U.S. postal service)**  
Washington State Department of Health ATTN:  
Adverse Events; C/O Randall Saylor  
P.O. Box 47853  
Olympia, WA 98504-7853
  - (for all other courier delivery)**  
DOH, Adverse Events  
Attn: Randall Saylor  
111 Israel Road SE Tumwater,  
WA 98501

**We do not recommend sending root cause analysis/corrective action plans electronically. We are not able to ensure confidentiality is maintained via non-secure email.**



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