



# QUICK START GUIDE

## FOR THE 2019 ONLINE HOSPITAL SURVEY AND CPOE EVALUATION TOOL

The Online Hospital Survey Tool can be found at [survey.leapfroggroup.org](https://survey.leapfroggroup.org). Bookmark this page for future use.

**Important Note:** The Online Hospital Survey Tool performs best when opened in the latest version of Internet Explorer (IE 11) or Chrome. If you are not able to download the latest version of IE or Chrome to complete and submit the Survey, you may use Firefox. The CPOE Evaluation Tool is optimized for Internet Explorer (IE 11) or Chrome.



## HOSPITAL SURVEY LOGIN PAGE

**Enter your 16-digit security code.** Do not include spaces or dashes when typing in your security code.

**Enter your email address.** This email address is used for identification purposes in case others attempt to log in to the Survey while you are logged in. It will also be used to send the confirmation email once you submit your Survey.

05:18 PM (EDT)



Welcome to the 2019 Leapfrog Hospital Survey login page.

Before you begin, download the [hard copy of the Hospital Survey](#) and review the [Quick Start Guide](#).

Please contact the [Help Desk](#) if you have any additional questions. The Help Desk is open Monday through Friday from 9am-5pm ET. For more information and holiday hours please visit the [Get Help page](#).

[Go back to The Leapfrog Group website.](#)

[Oops! Are you an ASC?](#)

**To log in to the Hospital Survey, please provide your hospital's 16-digit security code.**

Security Code [Need a security code?](#)

Your Email Address

For ID purposes, in case others attempt to log in to the survey while you are logged in.

Login

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## HOSPITAL PROFILE

After logging in with your 16-digit security code, you will be brought to the Survey Dashboard. The first time you log in, you will be required to complete a Hospital Profile. You will not be able to access the Survey Dashboard or Previous Year’s Survey until the Hospital Profile has been submitted. Refer to the hard copy of the Hospital [Survey](#) for information about the Hospital Profile.

The screenshot shows the Leapfrog Hospital Survey dashboard. At the top, there is a dark blue header with the Leapfrog Hospital Survey logo on the left, the text "Test Hospital 2019 10 05:22 PM (EDT)" in the center, and "Help Desk" and "Log Out" buttons on the right. Below the header is a row of five green buttons: "Edit Hospital Profile", "View/Print Last Submitted Survey", "View/Print Last Saved Survey", "View Hospital Details Page", and "View/Print Previous Year's Survey". The main content area features the Leapfrog Hospital Survey logo on the left and a welcome message on the right: "Welcome to the 2019 Leapfrog Hospital Survey. Before you can access the Online Hospital Survey Tool, you must complete a Hospital Profile." A blue button labeled "Hospital Profile" is highlighted with an orange border. At the bottom, there is a "Library" section with a "Hide Library" link and a list of links: "Quick Start Guide", "CPOE Quick Start Guide Supplement", "2019 Survey Hard Copy", "2019 Survey Scoring Algorithm", "Join NHSN Group", "Data Accuracy", "Users Group", and "Survey Deadlines".

Once you are logged in to the Survey Dashboard, you can access the **Help Desk** or **Log Out** at any time. You can also access a Library of Hospital Survey documents and important web pages. In addition, once you complete the Hospital Profile for the first time, you can log back in at any time to make updates to your information (i.e. CEO, contact information, etc.).



## HOSPITAL SURVEY DASHBOARD

After submitting the Hospital Profile, you will be brought to the Survey Dashboard. The Survey Dashboard features are described on the following pages.

Edit  
Hospital Profile

View/Print  
Last Submitted Survey

View/Print  
Last Saved Survey

View  
Hospital Details Page

View/Print  
Previous Year's Survey

**See Figure 1  
on page 5**

**See Figure 2  
on page 6**

### 2019 Leapfrog Hospital Survey Dashboard

- [Section 1](#): BASIC HOSPITAL INFORMATION
- [Section 2](#): COMPUTERIZED PHYSICIAN ORDER ENTRY (CPOE) Take CPOE Tool
- + [Section 3](#): INPATIENT SURGERY
- [Section 4](#): MATERNITY CARE  

4A
4B
4C
4D
4E
4F
- [Section 5](#): ICU PHYSICIAN STAFFING (IPS)
- + [Section 6](#): NQF SAFE PRACTICES
- + [Section 7](#): MANAGING SERIOUS ERRORS
- + [Section 8](#): MEDICATION SAFETY
- + [Section 9](#): PEDIATRIC CARE
- + [Section 10](#): OUTPATIENT PROCEDURES

Section Status	Errors <a href="#">View All</a>
SUBMITTED ✓ 03/21/2019 - 10:01 AM (EDT)	0 errors
SUBMITTED ✓ 03/21/2019 - 10:01 AM (EDT)	0 errors
AFFIRMED - 03/21/2019 ⓘ	0 errors
	13 errors
SUBMITTED ✓ 03/21/2019 - 10:01 AM (EDT)	0 errors
	25 errors
	0 errors
READY FOR <a href="#">AFFIRMATION</a>	0 errors
	0 errors
	7 errors

**See Figure 3  
on page 7**

**See Figure 4  
on page 8**

You will NOT be submitting unaffirmed sections 4, 6, 7, 8, and 9

Check for data review warnings

Submit affirmed sections

Quick Start Guide – Hospital Survey

Last Updated 04/01/2019

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FIGURE 1 HOSPITAL SURVEY DASHBOARD - FUNCTION BUTTONS

Five green function buttons are located at the top of the Survey Dashboard. These buttons are static (i.e. they are always in the same place), but they are not always active. See descriptions below.



<p><b>Edit</b> <b>Hospital Profile</b></p>	<p>Displays your Hospital Profile. This can be accessed throughout the year and should be updated if contact or other Profile information changes.</p>
<p><b>View/Print</b> <b>Last Submitted Survey</b></p>	<p>Displays your Last Submitted Survey. This button will only be active if you have submitted a Survey.</p>
<p><b>View/Print</b> <b>Last Saved Survey</b></p>	<p>Displays your Last Saved Survey. As a reminder, your responses are automatically saved in the Online Hospital Survey Tool as you tab and click from field to field. This button will be active as soon as you enter a response in to the Survey.</p>
<p><b>View</b> <b>Hospital Details Page</b></p>	<p>Displays intermediate scoring details that are not publicly reported. Until July 12, the 2018 Survey scoring details will be displayed. After July 12, the 2019 Survey scoring details will be displayed.</p>
<p><b>View/Print</b> <b>Previous Years Survey</b></p>	<p>Displays a PDF version of your hospital’s Last Submitted 2018 Leapfrog Hospital Survey. This can only be accessed after submitting the Hospital Profile.</p>



FIGURE 2 HOSPITAL SURVEY DASHBOARD - SECTION NAVIGATION

**“Take CPOE Tool” button.** This button will only appear for adult and general hospitals once Sections 1 and 2 have been submitted. Once you complete the Adult Inpatient Test, this button will disappear and a link to the CPOE Tool results will take its place on the Survey Dashboard. Not applicable for pediatric hospitals.

**Navigate to sections.** Use these links on the dashboard to navigate directly into a section of the Online Hospital Survey Tool. Use the + to expand sections that contain subsections (i.e. Section 3, 4, 6, 7, 9, and 10).

**Data Entry Errors.** Sections with data entry errors will be displayed in **red**. In the example on the right, data entry errors appear in subsections 4B, 4C, and 4D. When you click on the subsection link (i.e. 4B or 4C), you will be taken back to the subsection where the errors exist and see an error log that must be corrected before you are able to affirm and submit that section of the Survey.

**2019 Leapfrog Hospital Survey Dashboard**

- [Section 1:](#) BASIC HOSPITAL INFORMATION
- [Section 2:](#) COMPUTERIZED PHYSICIAN ORDER ENTRY (CPOE) Take CPOE Tool
- + [Section 3:](#) INPATIENT SURGERY
- [Section 4:](#) MATERNITY CARE
  - [4A](#)
  - [4B](#)
  - [4C](#)
  - [4D](#)
  - [4E](#)
  - [4F](#)
- [Section 5:](#) ICU PHYSICIAN STAFFING (IPS)
- + [Section 6:](#) NQF SAFE PRACTICES
- + [Section 7:](#) MANAGING SERIOUS ERRORS
- + [Section 8:](#) MEDICATION SAFETY
- + [Section 9:](#) PEDIATRIC CARE
- + [Section 10:](#) OUTPATIENT PROCEDURES



FIGURE 3 HOSPITAL SURVEY DASHBOARD – SECTION STATUS

**Important Note:** You can only complete the Affirmation from the Survey Dashboard. Please see details below.

**Section Status Column**

- **READY FOR AFFIRMATION:** Once a section has been completed in the Online Hospital Survey Tool, the “Ready for Affirmation” status will appear next to that section on the Survey Dashboard. When you select the “Ready for Affirmation” link, the affirmation statement will appear in a pop-up window.
- **AFFIRMED:** Once the affirmation has been completed, the section status will be updated to “Affirmed.” When you hover over the “i,” the name and title of the person who completed the affirmation will appear.
- **SUBMITTED:** Once you have submitted a section(s) of the Survey, the section status will be updated to “Submitted.” Only “Submitted” sections will be scored and publicly reported. Please note that you cannot submit a Survey without first checking for data review warnings (details below).

**Errors.** The number of data entry errors in each section will appear in the “Errors” Column. Select the error status (i.e. 13 errors) to display a printable error log which must be corrected before you are able to affirm and submit that section of the Survey. You can also select “View All” for a printable list of all of the errors that have been identified throughout the entire Survey.

Section Status	Errors
<a href="#">View All</a>	
SUBMITTED ✓ 03/21/2019 - 10:01 AM (EDT)	0 errors
SUBMITTED ✓ 03/21/2019 - 10:01 AM (EDT)	0 errors
AFFIRMED - 03/21/2019 ⓘ	0 errors
	13 errors
SUBMITTED ✓ 03/21/2019 - 10:01 AM (EDT)	0 errors
	25 errors
	0 errors
READY FOR <a href="#">AFFIRMATION</a>	0 errors
	0 errors
	7 errors



#### FIGURE 4 HOSPITAL SURVEY SUBMISSION

Once you have completed and affirmed each section, you are ready to submit your Survey. Before you can submit a Survey, you must first **Check for Data Review Warnings**.

You will NOT be submitting unaffirmed sections 3, 6, 7, 8 and 9

Check for data review warnings

Submit affirmed sections

When you select this button, your affirmed responses will be scanned for potential data entry errors and inconsistencies. You will still be able to submit your Survey but will be contacted via email by the Help Desk to either (1) correct the error or (2) document that the original response was correct. The Data Review Warning system gives hospitals an opportunity to correct potential errors immediately – while they are still in the Online Hospital Survey Tool.

**Leapfrog is checking your survey for data review warnings** 

NOTE! Data review warnings do not prevent you from submitting or affirming your survey.

Once you have clicked **Check for Data Review Warnings**, you are ready to **Submit Affirmed Sections**. Sections that are not submitted will be scored and publicly reported as “Declined to Respond” on Leapfrog’s public reporting website (<http://leapfroggroup.org/compare-hospitals>).

You will be submitting affirmed sections 1, 2, 4 and 5

You will NOT be submitting unaffirmed sections 3, 6, 7, 8 and 9

Check for data review warnings

Submit affirmed sections



## ONLINE HOSPITAL SURVEY TOOL

Features of the Online Hospital Survey Tool are described below. Navigate to sections in any order using the section buttons at the top of the page.

1. When you are working in a section, the section title will be **blue**.
2. Sections that are not applicable to your hospital will be **grayed out**.
3. Sections that have been submitted will be **underlined in blue**.
4. If the section contains errors, the section title will be **red**.
5. You can access the **Help Desk** or **Log Out** at any time.
6. When you are ready to affirm and submit, click **Return to Dashboard**.
7. The Online Hospital Survey Tool includes an auto-save feature. Responses are automatically saved as you move from field to field.
8. The Error Log helps you track errors within each section.
9. You can navigate to the **Previous** or **Next section** or **Clear section** responses at the bottom of the page.

The screenshot shows the 'LEAPFROG HOSPITAL SURVEY' interface. At the top, there's a navigation bar with 'Test Hospital 2019 3' and '10:28 AM (EDT)'. On the right, there are 'Help Desk' and 'Log Out' buttons (callout 5). Below this is a horizontal menu of ten sections: Section 1 (blue, callout 1), Section 2 (grayed out, callout 2), Section 3 (grayed out, callout 3), Section 4 (grayed out, callout 3), Section 5 (grayed out, callout 3), Section 6 (blue, callout 4), Section 7 (grayed out, callout 3), Section 8 (grayed out, callout 3), Section 9 (grayed out, callout 3), and Section 10 (grayed out, callout 3). A 'Return to Dashboard' button is located at the bottom right of the section menu (callout 6). The main content area is titled 'Section 1 - BASIC HOSPITAL INFORMATION' (callout 7). On the left side of the main area, there's a sidebar with 'LAST SAVED: Today at 10:26 AM (EDT)' (callout 7), an 'ERROR LOG' section showing 'No errors recorded in this section' (callout 8), and a 'REPORTING TIME PERIOD' section with '12 months' selected and two radio button options: '01/01/2018 - 12/31/2018' (selected) and '07/01/2018 - 06/30/2019'. The main form area has a legend '\* = Required' and 'Please select all that apply.' Below this are two required questions: '1. \* Reporting time period used:' with two radio button options, and '2. \* Total number of licensed acute-care beds:' with a text input field containing '423'. At the bottom of the page, there are three buttons: 'Previous section' (callout 9), 'Clear section', and 'Next section (Section 2)'. At the very bottom, a footer note states: 'Your Survey is automatically saved after each response. All of your work will be saved as you proceed.'



## CPOE EVALUATION TOOL

Detailed instructions for accessing The CPOE Evaluation Tool can be found in the CPOE Quick Start Guide Supplement, which is posted in the “Other Supporting Materials” table on the [Survey and CPOE Materials](#) page under Section 2. Also available in this table is the Instructions for Completing the CPOE Evaluation Tool. Please carefully review all documents on that page.