QUICK START GUIDE
FOR THE 2018 ONLINE SURVEY AND CPOE EVALUATION TOOL

The Online Survey Tool can be found at survey.leapfroggroup.org. Bookmark this page for future use.

Important Note: The Online 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 operates best in Chrome, but can also be operated in IE 11 on Windows 7.
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 the Survey while you are logged in. It will also be used to send the confirmation email once you submit your Survey.
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 Online Survey Tool or Previous Years Survey until the Hospital Profile has been submitted. Refer to the hard copy of the Survey for information about the Hospital Profile.

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 Survey documents. In addition, once you complete the Hospital Profile for the first time, you can log back in to make updates to your information (i.e. CEO, contact information, etc.) at any time.
SURVEY DASHBOARD

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

See Figure 2 on page 6

See Figure 3 on page 7

See Figure 4 on page 8

You will be submitting affirmed sections 1, 2, 3 and 5
You will NOT be submitting unaffirmed sections 4, 6, 7, 8 and 9
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 lit. See descriptions below.

- **Edit Hospital Profile**
  Displays your Hospital Profile. This can be accessed throughout the year and should be updated if contact or other Profile information changes.

- **View/Print Last Submitted Survey**
  Displays your Last Submitted Survey. This button will only be lit if you have submitted a Survey.

- **View/Print Last Saved Survey**
  Displays your Last Saved Survey. As a reminder, your responses are automatically saved in the Online Survey Tool as you tab and click from field to field. This button will be lit as soon as you enter a response in to the Survey.

- **View Hospital Details Page**
  Displays intermediate scoring details that are not publicly reported. Until July 12th, the 2017 Survey scoring details will be displayed. After July 12th, the 2018 Survey scoring details will be displayed.

- **View/Print Previous Years Survey**
  Displays a PDF version of your hospital’s Last Submitted 2017 Leapfrog Hospital Survey. This can only be accessed after submitting the Hospital Profile.
**Navigate to sections.** Use these links on the dashboard to navigate directly into a section of the Online Survey Tool. Use the + to expand sections that contain subsections (i.e. Section 3, 4, 6, 7, and 9).

**“Take CPOE Tool” button.** This button will only appear once Section 2 has 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.

**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 4A and 4B. When you click on the subsection link (i.e. 4A or 4B), 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.
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 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.

**Errors**: The number of data entry errors in each section will appear in the “Errors” Column. Select the error status (i.e. “7 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 through the entire Survey.
FIGURE 4 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.

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 their 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 Survey Tool.

Once you have Checked 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).
ONLINE SURVEY TOOL

Features of the 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. If you close your browser, you will be automatically logged out of the Survey.

6. When you are ready to affirm and submit, **Return to Dashboard**.

7. The Online 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.
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. Also available in this table is the Instructions for Completing the CPOE Evaluation Tool and FAQs for the CPOE Evaluation Tool. Please carefully review all documents on this page.