



QUICK START GUIDE

FOR THE 2019 ONLINE AMBULATORY SURGERY CENTER (ASC) SURVEY TOOL

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

Important Note: The Online ASC 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.




ASC 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 a confirmation email once you submit your Survey.

01:11 PM (EDT)



Welcome to the 2019 Leapfrog ASC Survey login page.

Before you begin, download the [hard copy of the ASC 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 a Hospital?](#)

To log in to the ASC Survey, please provide your facility'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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ASC 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 an ASC Profile. You will not be able to access the Survey Dashboard until the ASC Profile has been submitted. Refer to the hard copy of the ASC [Survey](#) for information about the ASC Profile.

LEAPFROG
ASC SURVEY

Test ASC 3 01:21 PM (EDT) [Help Desk](#) | [Log Out](#)

Edit ASC Profile View/Print Last Submitted Survey View/Print Last Saved Survey View ASC Details Page View/Print Previous Year's Survey

**LEAPFROG
ASC SURVEY**
PATIENT SAFETY AND QUALITY

Welcome to the 2019 Leapfrog ASC Survey

Before you can access the Online ASC Survey Tool, you must complete a Facility Profile.

[ASC Profile](#)

Library [Hide Library](#)

[2019 Survey Hard Copy](#) [Data Accuracy](#) [Join NHSN Group](#) [Quick Start Guide](#) [Survey Deadlines](#)

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



ASC SURVEY DASHBOARD

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

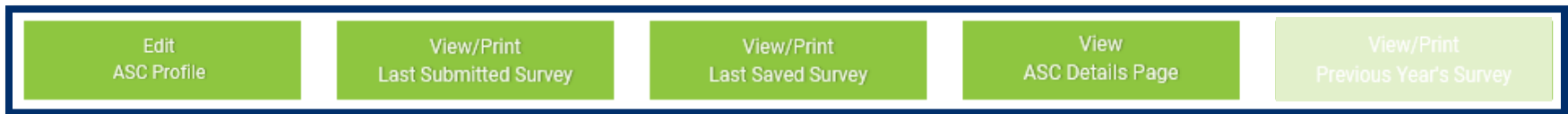
Edit ASC Profile	View/Print Last Submitted Survey	View/Print Last Saved Survey	View ASC Details Page	View/Print Previous Year's Survey	See Figure 1 on page 5
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See Figure 2 on page 6	<h3>2019 ASC Survey Dashboard</h3> <ul style="list-style-type: none"> Section 1: BASIC FACILITY INFORMATION Section 2: MEDICAL, SURGICAL, AND CLINICAL STAFF + Section 3: VOLUME AND SAFETY OF PROCEDURES + Section 4: PATIENT SAFETY PRACTICES Section 5: PATIENT EXPERIENCE (OAS CAHPS) 	<table border="1"> <thead> <tr> <th>Section Status</th> <th>Errors</th> </tr> </thead> <tbody> <tr> <td>SUBMITTED ✓ 03/21/2019 - 01:39 PM (EDT)</td> <td>0 errors</td> </tr> <tr> <td>SUBMITTED ✓ 03/21/2019 - 01:39 PM (EDT)</td> <td>0 errors</td> </tr> <tr> <td>SUBMITTED ✓ 03/21/2019 - 01:39 PM (EDT)</td> <td>0 errors</td> </tr> <tr> <td>SUBMITTED ✓ 03/21/2019 - 01:39 PM (EDT)</td> <td>0 errors</td> </tr> <tr> <td>SUBMITTED ✓ 03/21/2019 - 01:39 PM (EDT)</td> <td>0 errors</td> </tr> </tbody> </table>	Section Status	Errors	SUBMITTED ✓ 03/21/2019 - 01:39 PM (EDT)	0 errors	SUBMITTED ✓ 03/21/2019 - 01:39 PM (EDT)	0 errors	SUBMITTED ✓ 03/21/2019 - 01:39 PM (EDT)	0 errors	SUBMITTED ✓ 03/21/2019 - 01:39 PM (EDT)	0 errors	SUBMITTED ✓ 03/21/2019 - 01:39 PM (EDT)	0 errors	See Figure 3 on page 7
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See Figure 4 on page 8	<p>You will be submitting affirmed sections 1, 2, 3, 4 and 5</p> <div style="display: flex; justify-content: space-between; align-items: center;"> Check for data review warnings Submit affirmed sections </div>														



FIGURE 1 ASC 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>Edit ASC Profile</p>	<p>Displays your ASC Profile. This can be accessed throughout the year and should be updated if contact or other Profile information changes.</p>
<p>View/Print Last Submitted Survey</p>	<p>Displays your Last Submitted Survey. This button will only be active if you have submitted a Survey.</p>
<p>View/Print Last Saved Survey</p>	<p>Displays your Last Saved Survey. As a reminder, your responses are automatically saved in the Online ASC 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>View ASC Details Page</p>	<p>Beginning in September 2019, ASCs who submit an ASC Survey by June 30 will be able to view their ASC Benchmarking Report using this button.</p>
<p>View/Print Previous Year's Survey</p>	<p>This button will not be active during the 2019 Survey Cycle, as 2019 was the first year of the Leapfrog ASC Survey. In 2020, ASCs will be able to access their 2019 ASC Survey using this button.</p>



FIGURE 2 ASC SURVEY DASHBOARD - SECTION NAVIGATION

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

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 3A. When you click on the subsection link (i.e. 3A), 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 ASC Survey Dashboard

- [Section 1:](#) BASIC FACILITY INFORMATION
- [Section 2:](#) MEDICAL, SURGICAL, AND CLINICAL STAFF
- [Section 3:](#) VOLUME AND SAFETY OF PROCEDURES**
 - [3A](#)**
 - [3B](#)
 - [3C](#)
 - [3D](#)
- + [Section 4:](#) PATIENT SAFETY PRACTICES**
- [Section 5:](#) PATIENT EXPERIENCE (OAS CAHPS)

FIGURE 3 ASC SURVEY DASHBOARD – SECTION STATUS

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

Section Status Column

Figure A

- **READY FOR AFFIRMATION:** Once a section has been completed in the Online ASC 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. You must affirm all sections to submit a Survey.
- **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 throughout the entire Survey.

Figure A

Section Status	Errors
READY FOR AFFIRMATION	0 errors
AFFIRMED - 03/21/2019 ⓘ	0 errors
	1 error
	3 errors
READY FOR AFFIRMATION	0 errors

Figure B

- **SUBMITTED:** Once you have submitted all section(s) of the Survey, the section status will be updated to “Submitted.” Only “Submitted” Surveys will be scored and publicly reported. Please note that you cannot submit a Survey without first checking for Data Review Warnings (details below).

Figure B

Section Status	Errors
SUBMITTED ✓ 03/21/2019 - 01:39 PM (EDT)	0 errors
SUBMITTED ✓ 03/21/2019 - 01:39 PM (EDT)	0 errors
SUBMITTED ✓ 03/21/2019 - 01:39 PM (EDT)	0 errors
SUBMITTED ✓ 03/21/2019 - 01:39 PM (EDT)	0 errors
SUBMITTED ✓ 03/21/2019 - 01:39 PM (EDT)	0 errors

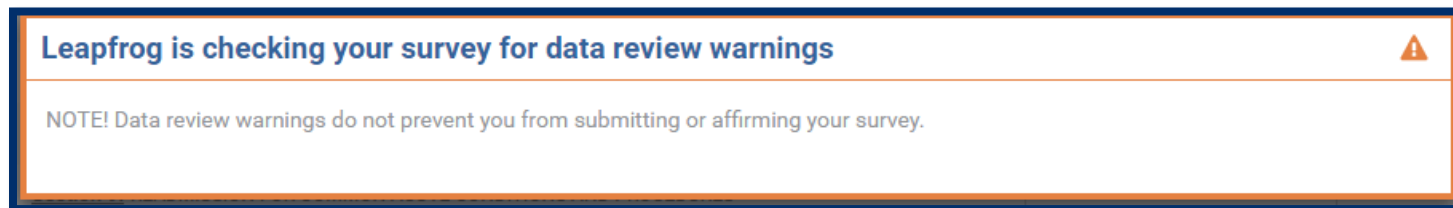


FIGURE 4 ASC SURVEY SUBMISSION

Once you have completed and affirmed all sections, 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 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 ASCs an opportunity to correct potential errors immediately – while they are still in the Online ASC Survey Tool.



Once you have clicked **Check for Data Review Warnings**, you are ready to **Submit Affirmed Section**



ONLINE ASC SURVEY TOOL

Features of the Online ASC 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 have been submitted will be **underlined in blue**.

3. If the section contains errors, the section title will be **red**.

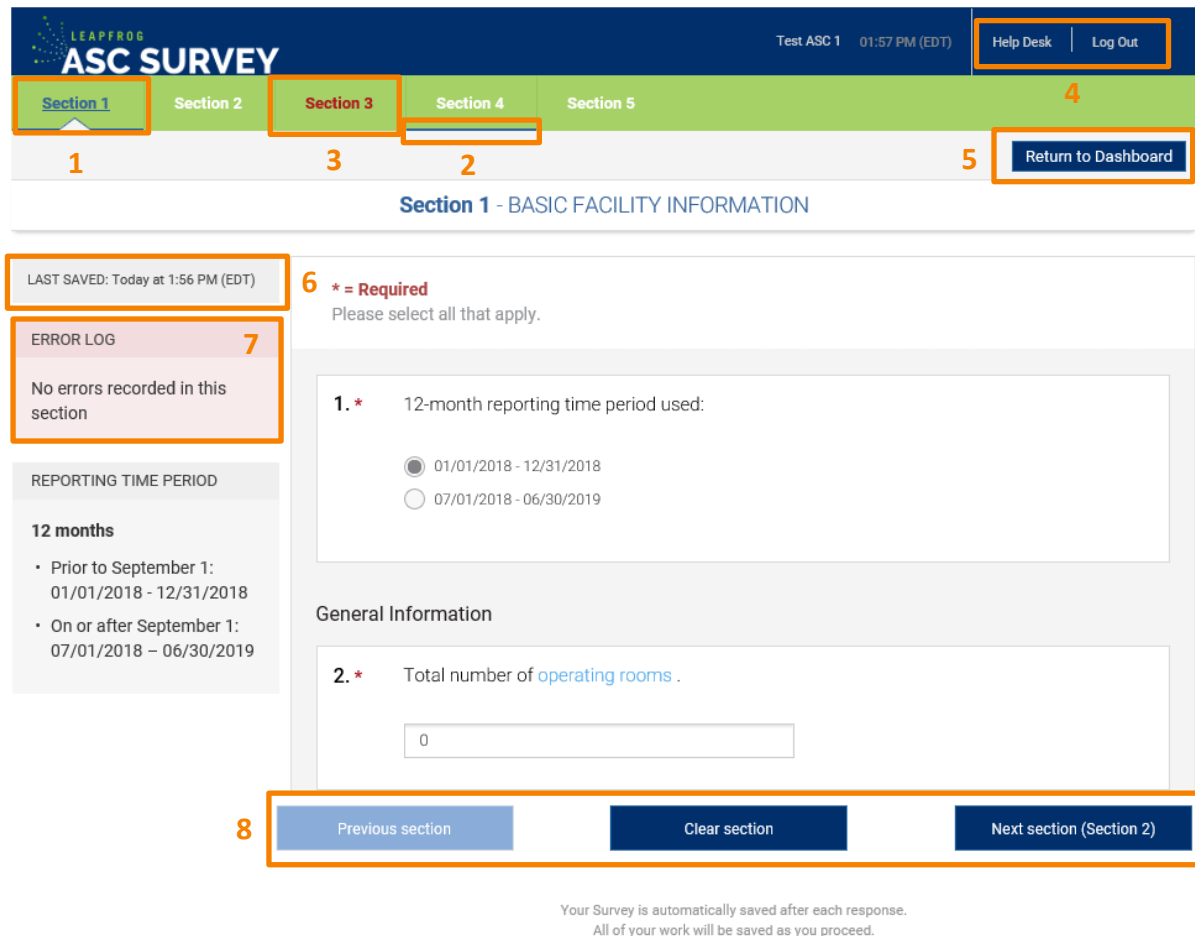
4. You can access the **Help Desk** or **Log Out** at any time.

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

6. The Online ASC Survey Tool includes an auto-save feature. Responses are automatically saved as you move from field to field.

7. The Error Log helps you track errors within each section.

8. You can navigate to the **Previous** or **Next section** or **Clear section** responses at the bottom of the page.



The screenshot shows the 'ASC SURVEY' interface. At the top, there's a navigation bar with 'Section 1' through 'Section 5' buttons. 'Section 1' is highlighted in blue, while 'Section 3' is red. A 'Return to Dashboard' button is in the top right. Below the navigation bar, the current section is 'Section 1 - BASIC FACILITY INFORMATION'. On the left, there's a sidebar with 'LAST SAVED: Today at 1:56 PM (EDT)', 'ERROR LOG' (showing 'No errors recorded in this section'), and 'REPORTING TIME PERIOD' (set to '12 months'). The main content area has a question '1. * 12-month reporting time period used:' with two radio button options: '01/01/2018 - 12/31/2018' (selected) and '07/01/2018 - 06/30/2019'. Below this is a 'General Information' section with a question '2. * Total number of operating rooms .' and a text input field containing '0'. At the bottom, there are three buttons: 'Previous section', 'Clear section', and 'Next section (Section 2)'. A footer note states: 'Your Survey is automatically saved after each response. All of your work will be saved as you proceed.'