QUICK START GUIDE

FOR THE 2020 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. Only one person can be logged in at a time. It will also be used to send a confirmation email once you submit a Survey.

Leapfrog will also post important announcements on this page regarding website maintenance that may affect access to the Online ASC Survey Tool.

ASC PROFILE

When logging in for the first time in a Survey Cycle, you will be required to complete an **ASC Profile**. You will not be able to access the Survey Dashboard or **Previous Year's Survey** until the ASC Profile has been submitted. After completing the ASC Profile for the first time, you will be brought directly to the Survey Dashboard for the remainder of that Survey Cycle. You can **Edit ASC Profile** at any time using the button at the top left to make updates to contact and demographic information, including ASC Name, Administrator, NHSN ID, etc. Refer to the hard copy of the ASC Survey for detailed information about the ASC Profile.

Once you reach the Survey Dashboard, you can access the **Help Desk** or **Log Out** at any time by using the links at the top right. You can also access a **Library** of ASC Survey documents and important web pages at the bottom of the page.

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ASC SURVEY DASHBOARD

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

Edit ASC Profile	View/Print Last Submitted Survey	View/Print Last Saved Survey	View ASC Details Page	View/Print Previous Years Survey

See Figure 1 on page 5

2020 ASC Survey Dashboard

	Section Status	Errors
Section 1: BASIC FACILITY INFORMATION	SUBMITTED ✓ 03/11/2020 - 01:37 PM (EDT)	0 errors
Section 2: MEDICAL, SURGICAL, AND CLINICAL STAFF	SUBMITTED ✓ 03/11/2020 - 01:37 PM (EDT)	0 errors
+ Section 3: VOLUME AND SAFETY OF PROCEDURES	SUBMITTED ✓ 03/11/2020 - 01:37 PM (EDT)	0 errors
+ Section 4: PATIENT SAFETY PRACTICES	SUBMITTED ✓ 03/11/2020 - 01:37 PM (EDT)	0 errors
Section 5: PATIENT EXPERIENCE (OAS CAHPS)	SUBMITTED ✓ 03/11/2020 - 01:37 PM (EDT)	0 errors

See Figure 3 on page 7

See Figure 2 on page 6

See Figure 4 on page 8

You will be submitting affirmed sections 1, 2, 3, 4 and 5

[Check for data review warnings] [Submit affirmed sections]

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.

Edit ASC Profile	Displays your ASC 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. You can download and save this as a PDF. This button will only be active if you have submitted a Survey. Before submitting a Survey, it will be greyed out.
View/Print Last Saved Survey	Displays your Last Saved Survey. You can download and save this as a PDF. As a reminder, your responses are automatically saved in the Online ASC Survey Tool as you advance from field to field. This button will be active as soon as you enter a response into the Survey.
View ASC Details Page	Displays intermediate scoring details that are not publicly reported. Beginning July 12, your 2020 Survey scoring details will be displayed privately here.
View/Print Previous Year's Survey	Displays your ASCs Last Submitted Survey from the previous Survey Cycle. You can download and save this as a PDF. This can only be accessed after submitting the ASC Profile. If you did not submit a Survey in the previous Survey Cycle, you will receive a pop-up message.

FIGURE 2 ASC SURVEY DASHBOARD – SECTION NAVIGATION

Navigate to sections. Use the **blue** section links on the Dashboard to navigate directly into a section of the Online ASC Survey Tool to enter data. Use the **+** to expand sections that contain subsections (i.e. Section 3 and 4) and click to enter a subsection to enter data.

Data Entry Errors. Sections with data entry errors will be displayed in **red**. In the example on the right, data entry errors appear in subsection 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 that section. In order to submit a Survey, all five sections must be completed, cleared of any errors, and affirmed.
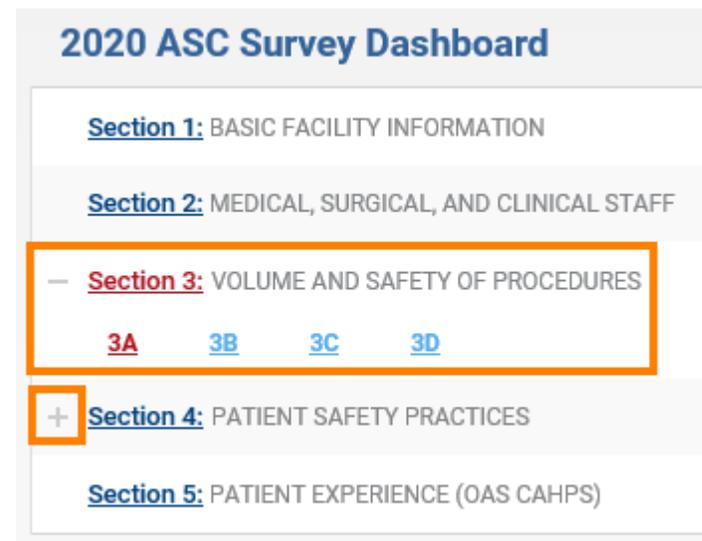
FIGURE 3 ASC SURVEY DASHBOARD – SECTION STATUS

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 number of errors displayed in **red** to display a printable error log which must be corrected before you are able to affirm 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 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 A

Figure B

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.**

You will NOT be submitting an unaffirmed section 4	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 without resolving these 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.

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.

You will be submitting affirmed sections 1, 2, 3, 4 and 5	Check for data review warnings	Submit affirmed sections

ONLINE ASC SURVEY TOOL

Features of the Online ASC Survey Tool are described below. You can 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**.

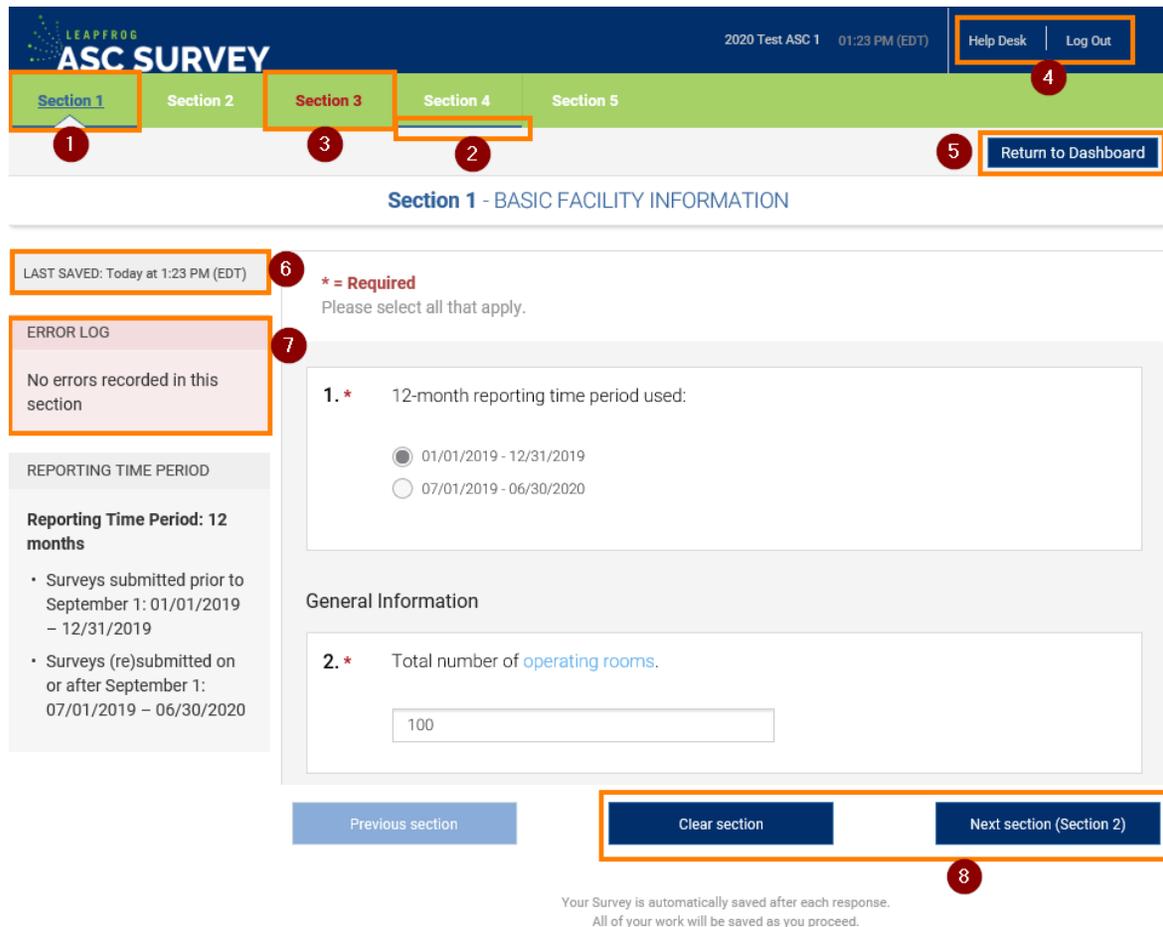**3.** If the section contains errors, the section title will be **red**.

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. As a new save happens, the box turns yellow.

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.