



QUICK START GUIDE

FOR THE 2020 ONLINE HOSPITAL SURVEY

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

Please note: As part of its [response](#) to COVID-19, Leapfrog has removed the CPOE Evaluation Tool requirement for adult and general hospitals for the 2020 Leapfrog Hospital Survey. All hospitals will be scored based on their implementation status only. The CPOE Evaluation Tool will be required for adult and general hospitals as part of the 2021 Leapfrog Hospital Survey.



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. 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 Hospital Survey Tool.

LEAPFROG HOSPITAL SURVEY

Welcome to the 2020 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?](#)

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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



HOSPITAL PROFILE

When logging in for the first time in a Survey Cycle, 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. After completing the Hospital Profile for the first time, you will be brought directly to the Survey Dashboard for the remainder of that Survey Cycle. You can **Edit Hospital Profile** at any time using the button at the top left to make updates to contact and demographic information, including Hospital Name, CEO, NHSN ID, etc. Refer to the hard copy of the Hospital [Survey](#) for detailed 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 02:56 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" (highlighted with an orange border), "View/Print Last Submitted Survey", "View/Print Last Saved Survey", "View Hospital Details Page", and "View/Print Previous Years Survey". The main content area features the Leapfrog Hospital Survey logo on the left and a message on the right: "Welcome to the 2020 Leapfrog Hospital Survey. Before you can access the Online Hospital Survey Tool, you must complete a Hospital Profile." Below this message is a blue button labeled "Hospital Profile" (highlighted with an orange border). At the bottom, there is a "Library" section (highlighted with an orange border) containing a "Hide Library" link and several blue links: "Quick Start Guide for the Hospital Survey", "CPOE Quick Start Guide Supplement", "2020 Survey Hard Copy", "2020 Survey Scoring Algorithm", "Join NHSN Group", "Data Accuracy", "Users Group", "Survey Deadlines", and "Outpatient Procedure CPT Codes".

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 Hospital Survey documents and important web pages at the bottom of the page.



HOSPITAL SURVEY DASHBOARD

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

[Edit Hospital Profile](#)
[View/Print Last Submitted Survey](#)
[View/Print Last Saved Survey](#)
[View Hospital Details Page](#)
[View/Print Previous Years Survey](#)
See Figure 1 on page 5

See Figure 2 on page 6

2020 Leapfrog Hospital Survey Dashboard

- [Section 1](#): BASIC HOSPITAL INFORMATION
- [Section 2](#): COMPUTERIZED PHYSICIAN ORDER ENTRY (CPOE)
- + [Section 3](#): ADULT AND PEDIATRIC INPATIENT SURGERY
- + [Section 4](#): MATERNITY CARE
- [Section 5](#): ICU PHYSICIAN STAFFING (IPS)
- + [Section 6](#): PATIENT SAFETY PRACTICES
- + [Section 7](#): MANAGING SERIOUS ERRORS
- + [Section 8](#): MEDICATION SAFETY
- + [Section 9](#): PEDIATRIC CARE
- + [Section 10](#): OUTPATIENT PROCEDURES

Section Status	Errors
SUBMITTED ✓ 03/09/2020 - 11:41 AM (EDT)	0 errors
SUBMITTED ✓ 03/09/2020 - 11:41 AM (EDT)	0 errors
AFFIRMED - 03/10/2020 ⓘ	0 errors
SUBMITTED ✓ 03/09/2020 - 11:41 AM (EDT)	0 errors
SUBMITTED ✓ 03/09/2020 - 11:41 AM (EDT)	0 errors
SUBMITTED ✓ 03/09/2020 - 11:41 AM (EDT)	0 errors
READY FOR AFFIRMATION	0 errors
	9 errors
	24 errors
	13 errors

See Figure 3 on page 7

See Figure 4 on page 8

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

Check for data review warnings

Submit affirmed sections



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.



**Edit
Hospital Profile**

Displays your Hospital Profile. This can be accessed at any time 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. Your responses are automatically saved in the Online Hospital 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
Hospital Details Page**

Displays intermediate scoring details that are not publicly reported. Between April 1 and July 11, the previous Survey year's scoring details will be displayed here. Beginning July 12, the current Survey year's scoring details will be displayed here.

**View/Print
Previous Years Survey**

Displays your hospital's 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 Hospital Profile. If you did not submit a Survey in the previous Survey Cycle, you will receive a pop-up message.



FIGURE 2 HOSPITAL SURVEY DASHBOARD – SECTION NAVIGATION

“Take CPOE Tool” button. This button will be not be available in 2020 as the test has been removed. It will return in 2021.

Navigate to sections. Use the **blue** section links on the Dashboard to navigate directly into a section of the Online Hospital Survey Tool to enter data. Use the **+** to expand sections that contain subsections (i.e. Section 3, 4, 6, 7, 8, 9, and 10) 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 Sections 8, 9, and 10. When you click on the section link (i.e. Section 8 or Section 9), you will be taken back to the section 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, at least Sections 1, 2, 4, 5, and 6 must be completed, cleared of any errors, and affirmed.

2020 Leapfrog Hospital Survey Dashboard

- [Section 1:](#) BASIC HOSPITAL INFORMATION
- [Section 2:](#) COMPUTERIZED PHYSICIAN ORDER ENTRY (CPOE) **Take CPOE Tool**
- + [Section 3:](#) ADULT AND PEDIATRIC INPATIENT SURGERY
- [Section 4:](#) MATERNITY CARE
 - [4A](#)
 - [4B](#)
 - [4C](#)
 - [4D](#)
 - [4E](#)
 - [4F](#)
- [Section 5:](#) ICU PHYSICIAN STAFFING (IPS)
- + [Section 6:](#) PATIENT SAFETY 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. You must affirm at least Sections 1, 2, 4, 5, and 6 in order to submit a Survey.
- **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 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.

Section Status	Errors
SUBMITTED ✓ 03/09/2020 - 11:41 AM (EDT)	0 errors
SUBMITTED ✓ 03/09/2020 - 11:41 AM (EDT)	0 errors
AFFIRMED - 03/10/2020 ⓘ	0 errors
SUBMITTED ✓ 03/09/2020 - 11:41 AM (EDT)	0 errors
SUBMITTED ✓ 03/09/2020 - 11:41 AM (EDT)	0 errors
SUBMITTED ✓ 03/09/2020 - 11:41 AM (EDT)	0 errors
READY FOR AFFIRMATION	0 errors
	9 errors
	24 errors
	13 errors



FIGURE 4 HOSPITAL SURVEY SUBMISSION


Once you have completed and affirmed at least Sections 1, 2, 4, 5, and 6, 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 7, 8, and 9

Check for data review warnings

Submit affirmed sections

When you select this button, all 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 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.

You will be submitting affirmed sections 1, 2, 3, 4, 5 and 6
You will NOT be submitting unaffirmed sections 7, 8, and 9

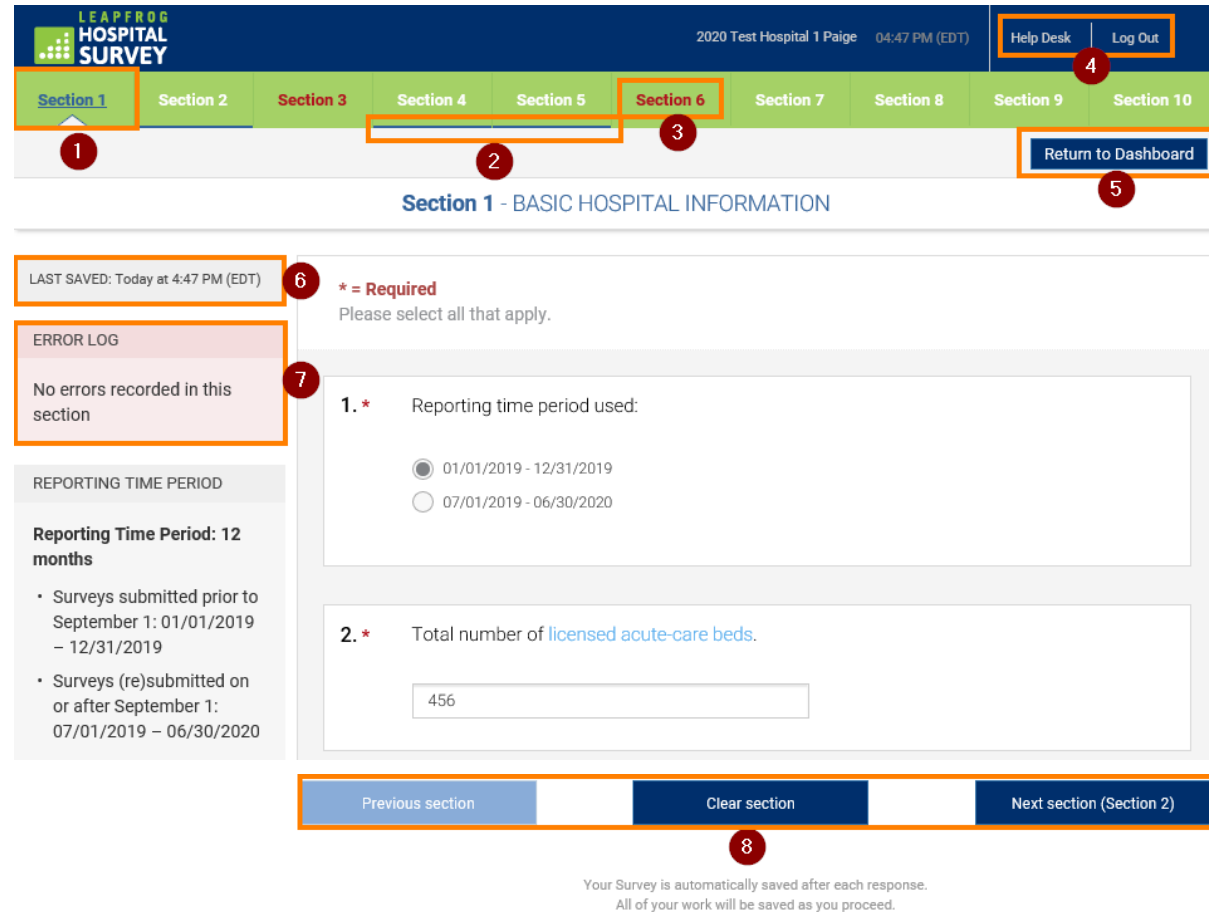
Check for data review warnings

Submit affirmed sections

ONLINE HOSPITAL SURVEY TOOL

Features of the Online Hospital Survey Tool are described below. 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 Hospital 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.



The screenshot shows the 'Section 1 - BASIC HOSPITAL INFORMATION' page. At the top, there is a navigation bar with 'Section 1' through 'Section 10'. 'Section 1' is highlighted in blue and underlined. A 'Help Desk' and 'Log Out' button are in the top right. A 'Return to Dashboard' button is at the bottom right. On the left, there is an 'ERROR LOG' section showing 'No errors recorded in this section' and a 'REPORTING TIME PERIOD' section showing 'Reporting Time Period: 12 months'. The main content area has two required questions: '1. * Reporting time period used:' with radio buttons for '01/01/2019 - 12/31/2019' (selected) and '07/01/2019 - 06/30/2020'; and '2. * Total number of licensed acute-care beds:' with a text input field containing '456'. At the bottom, there are three buttons: 'Previous section', 'Clear section', and 'Next section (Section 2)'. A footer message states: 'Your Survey is automatically saved after each response. All of your work will be saved as you proceed.'



CPOE EVALUATION TOOL

As part of its [response](#) to COVID-19, Leapfrog has removed the CPOE Evaluation Tool requirement for adult and general hospitals for the 2020 Leapfrog Hospital Survey. All hospitals will be scored based on their implementation status only. The CPOE Evaluation Tool will be required for adult and general hospitals on the 2021 Leapfrog Hospital Survey.