



HOW TO USE THE ONLINE SURVEY TOOL

FOR ASCS

The Online Survey Tool can be found at survey.leapfroggroup.org/login/asc.

Important Note: The Online Survey Tool cannot be used in Microsoft Edge.



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HOW DO I LOG INTO THE ONLINE SURVEY TOOL?

You will need your ASC's 16-digit security code. Don't have your ASC's security code? Download the Security Code Request Form on the [ASC Security Code webpage](#).

Helpful Hints:

- Do not include spaces in either field.
- Only one person can be logged into the Survey at a time.
- The submission confirmation email will be sent to the address you enter on the login page, so check for typos before logging in.
- Look out for important announcements on the login page regarding Online Survey Tool maintenance and downtime.

LEAPFROG
ASC SURVEY
PATIENT SAFETY AND QUALITY

Welcome to the 2021 Leapfrog ASC Survey login page.
Before beginning a Survey, review measure specifications, endnotes, and FAQs in the hard copy of the Survey [here](#).
[Oops! Are you a Hospital?](#)

To log in to the ASC Survey, please provide your ASC'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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AFTER I LOG IN, WHAT DO I DO?

After you log in to the Survey Dashboard, you can complete/edit the ASC Profile, view the ASC Details page, and view/print the ASC's Previous Year's Survey. The first time you log in to the 2021 Survey, you will be required to complete and submit the Survey Profile, including all your ASC's demographic and contact information, before you can enter responses into the Online Survey Tool.

Helpful Hints:

- If you did not submit a 2020 Survey, you will not be able to access the Details Page or Previous Year's Survey.
- You will not be able to access CPT Code Workbooks in the library until you complete the Survey Profile.

The screenshot shows the Leapfrog ASC Survey dashboard. At the top, there is a dark blue header with the Leapfrog logo and 'ASC SURVEY' text on the left, and 'Test ASC 2021 03:39 PM (EDT)' and 'Help Desk | Log Out' on the right. Below the header is a row of five green buttons: 'Edit ASC Profile', 'View/Print Last Submitted Survey', 'View/Print Last Saved Survey', 'View ASC Details Page', and 'View/Print Previous Year's Survey'. The main content area has a light gray background. On the left is the Leapfrog ASC SURVEY logo with the tagline 'PATIENT SAFETY AND QUALITY'. On the right, there is a blue heading 'Welcome to the 2021 Leapfrog ASC Survey!' followed by a message: 'You must complete an ASC Profile before you can access the Survey Dashboard.' Below this message is a dark blue button labeled 'ASC Profile'.



HOW DO I EDIT THE SURVEY PROFILE?

Once you submit the Profile, you can come back anytime to update your ASC's demographic and contact information.



Helpful Hints:

- Make sure your contact information is entered correctly and is kept up to date. Leapfrog uses the contact information in the Survey Profile to email information regarding [Extensive Monthly Data Verification messages](#), updates to the Survey after April 1, [Top ASC notification](#), and other announcements.
- Make sure your Primary Survey Contact is someone that your ASC wants to receive ALL communications from Leapfrog, including communications that require a timely response.
- Extensive Monthly Data Verification emails are sent to the Primary, Secondary, and Affiliation or Management Company Contacts you list in the Survey Profile.
- Make sure your NHSN ID is entered correctly. If you entered the NHSN ID in a previous year, it will be prepopulated.
- The Survey Profile does not save as you go. You need to complete the entire Profile in one sitting and click Submit at the bottom to save your information.



HOW DO I NAVIGATE THE ONLINE SURVEY TOOL?

Navigating the Online Survey Tool is 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](#)
[Green function buttons](#)

Navigating Sections

2021 ASC Survey Dashboard

- + [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 \(OAS CAHPS\)](#)

Section Status	Errors	Section Status
SUBMITTED ✓ 03/23/2021 - 04:28 PM (EDT)	0 errors	
SUBMITTED ✓ 03/23/2021 - 04:28 PM (EDT)	0 errors	
SUBMITTED ✓ 03/23/2021 - 04:28 PM (EDT)	0 errors	
SUBMITTED ✓ 03/23/2021 - 04:28 PM (EDT)	0 errors	
SUBMITTED ✓ 03/23/2021 - 04:28 PM (EDT)	0 errors	

Checking for data review warnings

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

[Check for data review warnings](#)

[Submit affirmed sections](#)

[How do I submit my Survey?](#)

Data Review Warnings (2) [View All](#)

Note: This is not a comprehensive list. ASCs may still receive additional [data verification messages](#) via email.

[Print these warnings](#)



GREEN FUNCTION BUTTONS



**Edit
ASC Profile**

Displays your ASC Profile. See page 3 for more details.

**View/Print
Last Submitted Survey**

Displays your ASC's Last Submitted Survey. You can download and save this as a PDF by clicking the Print button. This button will only be available if you have submitted a Survey. Before submitting a Survey, it will be greyed out.

**View/Print
Last Saved Survey**

Displays your ASC's Last Saved Survey. You can download and save this as a PDF by clicking the Print button. Your ASC's responses are automatically saved in the Online Survey Tool as you advance from field to field. This button will be available as soon as you enter a response into the Survey.

**View
ASC Details Page**

Displays intermediate scoring details that are not publicly reported. Between April 1 and the Submission Deadline, the previous Survey year's scoring details will be displayed [here](#). After the Submission Deadline, the current Survey year's scoring details will be displayed [here](#). See the [deadlines webpage](#) for more information. If you did not submit a Survey in the previous Survey year, you will receive a pop-up message.

**View/Print
Previous Year's Survey**

Displays your ASC's Last Submitted Survey from the previous Survey year. You can download and save this as a PDF by clicking the print button. If you did not submit a Survey in the previous Survey year, you will receive a pop-up message.



NAVIGATING SECTIONS

You can navigate to sections using the **blue** section links on the Dashboard. Use the + to expand sections that contain subsections (i.e., Section 1, 3, and 4) and click to enter a subsection to enter data.

Sections where there are 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, you will be taken back to that section to correct the errors listed in the error log. These errors must be corrected before you can affirm that section.

A screenshot of the 2021 ASC Survey Dashboard. The dashboard is titled "2021 ASC Survey Dashboard" in blue. It lists five sections: Section 1: BASIC FACILITY INFORMATION, Section 2: MEDICAL, SURGICAL, AND CLINICAL STAFF, Section 3: VOLUME AND SAFETY OF PROCEDURES, Section 4: PATIENT SAFETY PRACTICES, and Section 5: PATIENT EXPERIENCE (OAS CAHPS). Section 3 is expanded, showing subsections 3A, 3B, 3C, 3D, and 3E. Subsection 3A is highlighted in red, indicating data entry errors. Section 4 is collapsed, indicated by a plus sign (+) in a small orange box. Section 3 is also highlighted with a larger orange border.

2021 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](#) [3E](#)

+ [Section 4:](#) PATIENT SAFETY PRACTICES

[Section 5:](#) PATIENT EXPERIENCE (OAS CAHPS)

SECTION STATUS

Make sure you check the Section Status column on the Dashboard to check on your progress:

Figure A

- **READY FOR AFFIRMATION:** Once a section has been completed, the “Ready for Affirmation” status will appear next to that section on the Survey Dashboard. When you select the “Affirmation” link, the Affirmation of Accuracy statement will appear in a pop-up window.
- **AFFIRMED:** Once the Affirmation of Accuracy 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 of Accuracy will appear.
- **Make sure you check for 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 can affirm that section of the Survey. You can also select “**View All**” at the top for a printable list of all 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. All five sections of the ASC Survey are required to submit.

Figure A

Section Status	Errors View All
READY FOR AFFIRMATION	0 errors
AFFIRMED - 03/11/2020 ⓘ	0 errors
	14 errors

Figure B

Section Status	Errors
SUBMITTED ✓ 03/11/2020 - 01:22 PM (EDT)	0 errors
SUBMITTED ✓ 03/11/2020 - 01:22 PM (EDT)	0 errors
SUBMITTED ✓ 03/11/2020 - 01:22 PM (EDT)	0 errors
SUBMITTED ✓ 03/11/2020 - 01:22 PM (EDT)	0 errors
SUBMITTED ✓ 03/11/2020 - 01:22 PM (EDT)	0 errors



CHECKING FOR DATA REVIEW WARNINGS

After a section has been completed and affirmed, you can check for data review warnings by clicking the blue button below the Dashboard.



When you select this button, your Survey responses will be scanned for potential data entry errors and inconsistencies. Any applicable messages will display in the orange box at the bottom of the Survey Dashboard.

Data Review Warnings (3)

Note: This is not a comprehensive list. ASCs may still receive additional [data verification messages](#) via email.

[View All](#)  [Print these warnings](#) 

Section 2: MEDICAL, SURGICAL, AND CLINICAL STAFF

[Question #1](#) - In Section 2 Medical, Surgical, and Clinical Staff, question #1, your facility reported having only pediatric patients. However, in Section 1 Basic facility Information, question #4, your facility reported adult discharges. Please update your response in Section 1 or Section 2

You can submit a Survey without resolving these warnings 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. Data review warnings give ASCs an opportunity to correct potential errors immediately – while they are still in the Online Survey Tool.

Helpful Hints:

- The data review warnings you see in the Online Survey Tool are not a comprehensive list. You may receive additional warnings from Leapfrog via email.
- Extensive Monthly Data Verification messages are emailed to the Primary, Secondary, and Affiliation or Management Company Contacts listed in the Survey Profile. See page 3.
- If you make any updates to your ASC's Survey to resolve a data review warning, you will need to reaffirm the section and check for data review warnings again to clear the warning.
- More information about how Leapfrog ensures data accuracy is available on the [Data Accuracy webpage](#).



THE SURVEY DASHBOARD LIBRARY

At the very bottom of the Survey Dashboard, you will find the Library. Important documents are linked here for your convenience. There are also links to important webpages that you should review.

Library [Hide Library](#)

[How To Use The Online Survey Tool](#) [CPOE Quick Start Guide](#) [2021 Survey Hard Copy](#) [2021 Survey Scoring Algorithms](#) [Join NHSN Group](#)
[Data Accuracy](#) [Survey Webinar Series](#) [Survey Deadlines](#) [Outpatient Procedure CPT Codes](#)

The Outpatient Procedure CPT Code workbook is linked in the Survey Library. When you click the link for this the first time, you are required to review and complete the American Medical Association's Terms of Use. Once you complete the terms, you will see two files available for download: one for Section 3A for Total Hip and Knee Replacement Procedures and one for Section 10C for Volume of Outpatient Procedures. You are only required to complete the Terms of Use once per Survey year.

Helpful Hints:

- Navigate back to the Survey Dashboard using the Return to Dashboard link at the top right instead of closing the tab.
- CPT code workbooks are NOT editable but the information in the workbooks can be copy-pasted.
- If you are part of a network or management company, you will need to complete the Terms of Use for EVERY facility, even if you only need to download the workbooks once for use by the entire network or management company. This is required by the American Medical Association.



HOW DO I SUBMIT MY SURVEY?

To submit a Survey via the Online Survey Tool, ASCs must complete and affirm all five sections, check for data review warnings, and click the submit button.

1. Complete all sections and ensure all error messages are resolved. See page 8.
2. Affirm each section by clicking the Affirmation link on the dashboard. See page 9.
3. Click the check for data review warnings button and review any warnings. See page 10.
4. Click the Submit affirmed sections button. Once you have clicked this button your Survey has been submitted to us.
5. Save a copy of your Last Submitted Survey PDF and review it for accuracy and completeness. See page 7.
6. Review your Survey Results on the [ASC Details Page](#) or [public reporting website](#). The 2021 Submission Deadline is July 31, and Survey Results will be publicly reported within the first five business days of August. After August, the ASC Details Page and public reporting website will be refreshed monthly.

Helpful Hints:

- Optional subsections (i.e., 1B, 4F) must be completed or left blank. If you enter partial data, you will not be able to affirm the section.
- Only the administrator or the individual delegated by the administrator can complete an Affirmation of Accuracy.
- If the submit button is greyed out, you have missed a step. Review the steps above again.
- In order for Leapfrog to download your ASC's NHSN data used in Section 4B, in addition to submitting the ASC Survey, ASCs must provide a valid NHSN ID in the Profile and join Leapfrog's NHSN Group by the join by dates published on the [Join NHSN Group webpage](#).



HOW CAN I VERIFY THAT MY SURVEY WAS SUBMITTED?

Use the following tips to help verify that your submission was completed and that the appropriate sections were submitted:

- **Check the ASC Survey Dashboard:** Refer to the “Section Status” column on the Survey Dashboard. All submitted sections will be marked as “Submitted.” See page 9.
- **Check your email:** You will receive a survey submission confirmation email within five minutes of submitting a Survey. Please Note: This email will not specify what sections were submitted – you will need to use the other tips to determine which of the sections were submitted. See page 3.
- **View/Print Last Submitted Survey:** Click this green function button on the Survey Dashboard to view or save a PDF of your ASC's submitted Survey. The Survey submission date will be listed at the top of the page under “Submitted Survey.” Be sure to check the submission date, review each section for accuracy and completeness, and check that each Affirmation of Accuracy is complete (Sections 1-5). See page 7.
- **Review the ASC Details Page:** Your Survey Results will be available within the first five business days of August via the ASC Details Page link on the [ASC Survey Dashboard](#). Carefully review your results. See page 7.
- **Check your publicly reported results:** Always check your Leapfrog ASC Survey Results on the [public website](#). Results are posted within the first 5 business days of the month following your submission starting in August.



HOW CAN I UPDATE AND RESUBMIT MY SURVEY?

1. Log in to the Survey using your 16-digit security code.
2. Click on the section you would like to update and edit your responses.
3. Return to the Survey Dashboard and re-affirm the section.
4. Click the button “Check for data review warnings”.
5. Click the “Submit” button.
6. Save a copy of your Last Submitted Survey PDF and review it for accuracy and completeness.

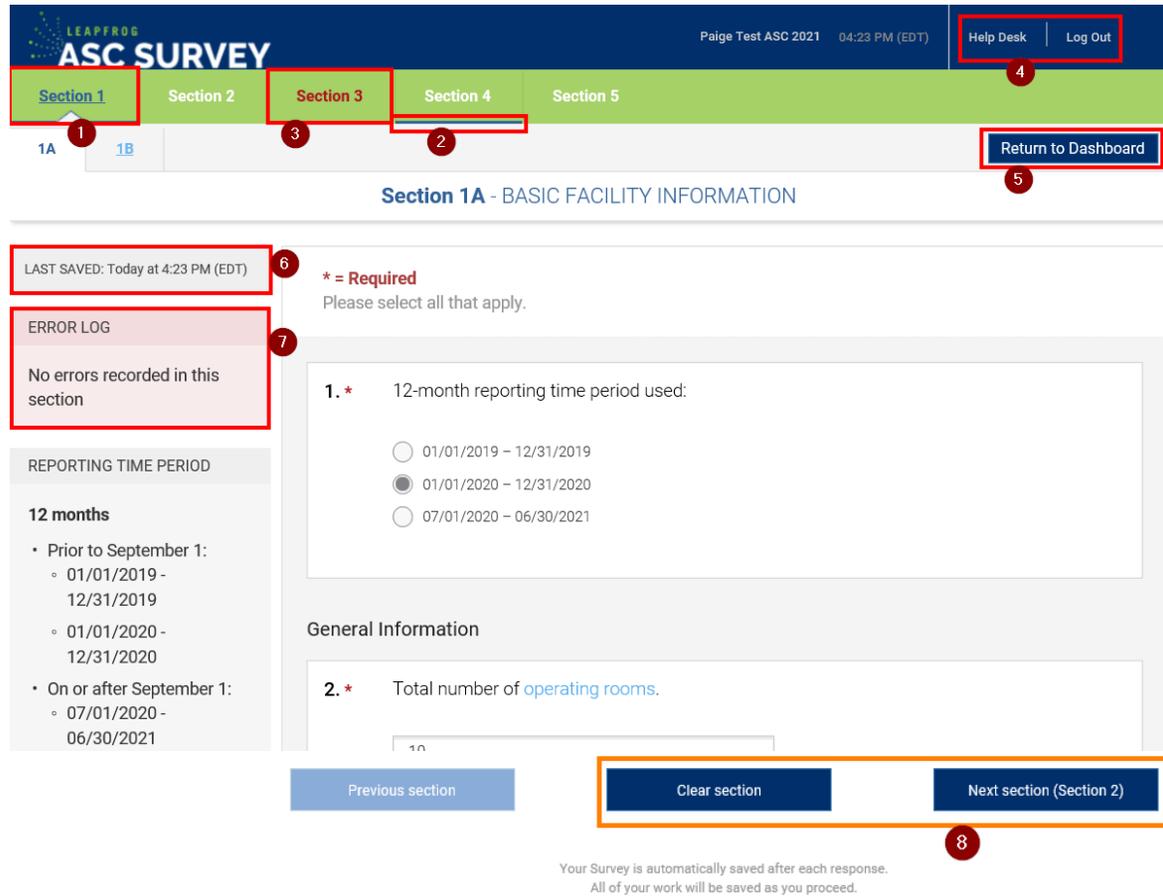
Remember to always check your updated results at <https://ratings.leapfroggroup.org>, which are posted within the first 5 business days of the month following (re)submission.

ASCs can update and resubmit their Survey at any time between April 1 - November 30. Between December 1 - January 31, ASCs should only update their Survey to make a correction (no performance updates will be accepted after November 30). See [this webpage](#) for more details on why and when your ASC might make updates to your ASC’s Survey.

NAVIGATION WITHIN SURVEY SECTIONS

You can navigate between sections without going back to the dashboard by using the section links at the top of the page. There are many useful features you can utilize that will be described below.

1. The section you are currently in will be **blue**.
2. Sections that have been submitted will have a **blue line below**.
3. Section titles in **red** have errors.
4. You can access the **Help Desk** or **Log Out** at any time using the links at the top right.
5. When you are done, click **Return to Dashboard** to affirm, check for data review warnings, or submit your Survey.
6. The Online Survey Tool includes an auto-save feature. Responses are automatically saved as you move from field to field. As a new save happens, this box turns yellow and the timestamp updates.
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'. 'Section 1' is highlighted in blue. 'Section 3' is highlighted in red, indicating an error. A 'Return to Dashboard' button is visible in the top right. Below the navigation bar, the current section is 'Section 1A - BASIC FACILITY INFORMATION'. On the left, there's a sidebar with 'LAST SAVED: Today at 4:23 PM (EDT)', 'ERROR LOG' (showing 'No errors recorded in this section'), and 'REPORTING TIME PERIOD' (with '12 months' selected). The main content area shows a required question: '1. * 12-month reporting time period used:' with three radio button options. Below this is a 'General Information' section with a required question: '2. * Total number of operating rooms.' At the bottom, there are buttons for '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.'