

2015 AHA ANNUAL SURVEY
WALK-THROUGH THE 2015 AHA ANNUAL SURVEY ONLINE

Hello Survey Administrator! Welcome to the step-by-step guide to completing the 2015 AHA Annual Survey online. We hope this information will help you navigate through our online survey and successfully complete the survey for your hospital.

LOGIN AT: WWW.AHASURVEY.ORG
Login ID's and Passwords are case sensitive.

The logon page has useful information such as how many hospitals are currently participating in the on-line survey and this page will also post updates on the status of the survey site.

Please enter your Login ID and Password and then click on the Login button.



American Hospital Association

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HEALTH FORUM™
AHA

Welcome to the AHA Annual Survey Online. We are very proud to be able to bring you this interactive, intelligent, and user-friendly application that will guide you through completing the AHA Annual Survey. On this page you will find the latest healthcare headlines supplied by Health Forum/AHA publications, testimonials from beta users of the online survey, and general statistics about the status of the survey to date. We hope you will find the online survey easy to use, helpful and informative. If at anytime you have questions, please do not hesitate to contact us at 1-800-530-9092 or via e-mail at surveysupport@healthforum.com. To access your survey online, please login here.

Please login:

Login ID

Password

Annual Survey Status Friday, February 12, 2016

There are currently 13 hospitals participating in the AHA Annual Survey.

TESTIMONIALS

"Before the online survey, I spent hours crosschecking current year paper surveys against previous year paper surveys for completeness, reasonableness, and addition errors. The online survey took care of all of that masterfully."

- Debbie Augustine, New Hampshire Hospital Association

WHAT'S NEW

- AHA News
- Survey Walkthrough
- Hardcopy version of Annual Survey of Hospitals

AHA Web Site | Health Forum Web Site | Online StorePowered by DemandTrans

NAVIGATING THROUGH THE SURVEY

If you have successfully logged in, you will see the homepage of your hospital's survey. This page has allows you to access different parts of the survey. Additionally this page shows:

- the status of your survey
- whether historical data is available
- the date and time of the last update
- the last person that worked in the survey

The navigational buttons/survey toolbar on the top and left side of the page are links to various sections.

HOME – will direct you to the homepage of your hospital's survey

PDF – allows you to open a PDF of your survey in a separate window and shows any data that is saved.

ADMIN – two sections allow viewing of authorized staff and change of password or adding of additional staff. (Please choose a password with a minimum of five characters and/or numbers.)

HELP – online survey instructions

LOGOUT – allows you to logout

BUTTONS A-E – Sections A-E of the AHA survey can be accessed by the top or side buttons or links in the middle of the page.

PRINT – this link takes you to the print page where you have the option to print a Current year or Prior year's survey or a copy of the Glossary. (PDF Format is recommended)

REPORTS – the reports are available once your survey is submitted. There are four reports: Trend, Peer, Summary and Profile.

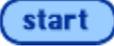
COMMENTS – this link at the very bottom in the blue margin, will allow you to view any user explanations of the data provided when correcting validation errors.

The screenshot displays the survey interface for 'Test Hospital-Susan (6000008)'. At the top right, there is a navigation bar with icons for HOME, PDF, ADMIN, HELP, and LOGOUT. Below this is a toolbar with buttons for A, B, C, D, E, Print, and Reports, along with status indicators for 'Not Started', 'Started', 'Errors', and 'Complete'. The main content area shows the user's name 'HELLO SUSAN,' and a message: 'HERE IS THE STATUS OF YOUR SURVEY. THE SURVEY IS NEW, AND WAS CREATED ON 2/12/2016 10:45 AM. (HISTORICAL REFERENCE IS AVAILABLE.)'. A table lists the survey sections: Section A: Reporting Period, Section B: Organizational Structure, Section C: Facilities and Services, Section D: Total Facility Beds, Utilization, Finances & Staffing, and Section E: Supplemental Information, all with a status of 'New, -'. A 'start' button is located at the bottom center.

Section	Status
Section A: Reporting Period	New, -
Section B: Organizational Structure	New, -
Section C: Facilities and Services	New, -
Section D: Total Facility Beds, Utilization, Finances & Staffing	New, -
Section E: Supplemental Information	New, -

ENTERING DATA - The flow of the survey allows you to start at any section.

To begin at the beginning of the survey, click on 'START' button on the bottom of the homepage

, OR button 'A' on the top toolbar to access the first page.

If historical data is available, it is shown in brown under each applicable question (this applies for each section of the survey). In section's 'B' and 'C', you are allowed to 'fill with last year's data' by selecting the link that reads the latter. Section 'C' has multiple pages, so this selection should be made for each individual page of that section.

Once you are in the survey, you are on a timer. If you are stagnant within the application, after one hour, you will receive a five-minute warning and will then be consequently timed out. So remember to save your data as you enter it. If you don't have time to complete the entire survey at one time, you can save your work in any section of the survey, logout, and login later to edit or complete.



'BACK' and 'SAVE' vs 'SAVE AND VALIDATE' - At the bottom of every survey page you will see the buttons 'BACK', 'SAVE' and 'SAVE AND VALIDATE'.

The 'BACK' button will take you back to the last page you visited after starting the survey. You will be prompted to confirm that your data will not be saved when selecting this option.

After you enter in data and press 'SAVE' your data will be saved, and the status of that section or page will show as 'In Progress'. You will also be advanced to the next survey page.

Clicking "SAVE AND VALIDATE" will save your data as well as check your data for errors. Additionally, when 'SAVE AND VALIDATE' is chosen, your responses to the questions will be compared to historical data on our file to determine conflicting responses to last year's submission. Also, if errors occur, you are given the option to correct the error 'now' or 'later'. If there are no errors, or if you have corrected all errors, then the status of that section or page will show as 'Complete'. To complete and submit the survey – all validation errors must be answered/corrected.

ERRORS – The homepage of your survey will show if you have errors. You can correct the errors by clicking on the word ‘errors’ which is in red in the sentence that states that status of your survey (this link shows you errors for the entire survey), or you can click on the word ‘errors’ next to the section of the survey reflecting so. Once you are on the error page, you have the opportunity to correct the errors, by clicking the link ‘correct now’, go to the next survey page by clicking ‘correct errors later’, or going back to the survey page you just completed which has errors by clicking ‘back to survey page’.

HOME PDF ADMIN ? HELP LOGOUT

Not Started Errors
Started Complete

Test Hospital-Susan (6000008)

HELLO SUSAN,

HERE IS THE STATUS OF YOUR SURVEY. THE SURVEY WAS STARTED ON 2/12/2016 10:45 AM, LAST UPDATED ON 2/12/2016 10:47 AM BY SUSAN SHEFFEY, IS INCOMPLETE, AND HAS **ERRORS**. (HISTORICAL REFERENCE IS AVAILABLE.)

Section A: Reporting Period	Errors, 2/12/2016 10:47 AM
Section B: Organizational Structure	New, -
Section C: Facilities and Services	New, -
Section D: Total Facility Beds, Utilization, Finances & Staffing	New, -
Section E: Supplemental Information	New, -

start

HOME PDF ADMIN ? HELP LOGOUT

Not Started Errors
Started Complete

Test Hospital-Susan (6000008)

The Following Errors Have Occurred During Validation:

Section A: Reporting Period

We are looking for information for your fiscal year 2015. These dates are not valid reporting dates - please re-enter. [Ref. #590243] [Correct now](#)

The reporting period entered is for more than 12 months. Please re-enter. [Ref. #590244] [Correct now](#)

The reporting period you've entered does not match the days open you've entered. Please re-enter or tell us why this is correct. [Ref. #590249] [Correct now](#)

[back to survey page](#) [correct errors later](#)

PRINT – You can print a copy of your current online survey at any point in the survey process. Also, if historical reference is available, you can also retrieve a copy of last year’s submission by clicking on the dropdown button next to the survey year ‘2015’ under ‘Survey Printing’. Then to print last year’s responses, select ‘2014’ and then click ‘Go’.

You may print just one particular section of the survey or the entire survey. To email a PDF copy of the survey to yourself, enter in your email address in the specified box; also select ‘PDF’ as the recommended report format and then click the ‘Go’ button.

Glossary printing is located toward the bottom of the screen. Select a report format and then click the ‘Go’ button.

HOME PDF ADMIN ? HELP LOGOUT

Print Reports Not Started Errors Started Complete

Test Hospital-Susan (6000008)

SECTION REPORTING PERIOD WAS STARTED ON 2/12/2016 10:45 AM, LAST UPDATED ON 2/12/2016 10:55 AM BY SUSAN SHEFFEY, IS INCOMPLETE, AND HAS ERRORS.

Print Survey Menu

The **Survey Printing** option provides a hardcopy of your online AHA Survey. You can print out the entire Survey, or select a section of the Survey.

The **Glossary Printing** option provides a hardcopy of the help text associated with each question.

Please note that if you want to view the PDF versions (recommended) of these reports, you must have Adobe Acrobat installed on your computer. If you do not have it installed, you can download a free version by clicking on the "Get Acrobat Reader" icon. Each report is customized for your hospital. Depending upon the type of connection you have, it may take a few moments to generate and download. We appreciate your patience.

Survey Printing

Print entire Survey ▼ 2015 ▼

-Please select a report format- ▼

To have your survey emailed to you rather than view it online, please enter your email address before pressing the Go button (optional):

Glossary Printing

Print entire Glossary ▼

-Please select a report format and press Go- ▼

Note: Depending on the version of the browser you use and your PC configuration, the reports generated may be displayed on your browser instead of prompting you to save them. If this is the case and you would like to save the report, please use the browser's File>Save As to save the report (or click on the Save icon). If you would like to print it, please use the browser's File>Print option (or click on the Printer icon).

[Troubleshooting Adobe Acrobat \(PDF\) Files](#)

Survey Printing

Print entire Survey ▼

2015 ▼



-Please select a report format- ▼



To have your survey emailed to you rather than view it online, please enter your email address before pressing the Go button (optional):



SUBMITTING YOUR SURVEY - After you have completed your survey (filled in all the data and corrected all errors) you can now click on the 'submit survey' box on your homepage. If you fill in your data all at once, you are automatically directed to the submit page. Click the 'check to complete' box next to every section of the survey listed and then click on the 'submit survey' button at the bottom of the screen. You will then receive a pop-up box asking you to confirm that you wish to submit. Click 'ok' and your survey will be submitted and you will be redirected to the homepage of your survey. You should now see that every section of your survey has been submitted.

HOME PDF ADMIN HELP LOGOUT

A B C D E
 Print
Reports
Not Started
Errors
Started
Complete

Test Hospital-Susan (6000008)

SECTION SUPPLEMENTAL INFORMATION WAS STARTED ON 2/12/2016 10:45 AM, LAST UPDATED ON 2/12/2016 11:57 AM BY SUSAN SHEFFEY, AND IS COMPLETE.

Status	Completed	
Survey Name	2015 AHA Annual Survey	
Instructions	To confirm that you are ready to submit your survey, please click on the "Check to complete" box by each section below. Click on the "Submit" button at the bottom of the page. Note: after submitting your survey, you will not be able to modify it again.	
Last Update On	2/12/2016 11:57 AM by Susan Sheffey	
Created On	2/12/2016 10:45 AM by Susan Sheffey	

Section	Section A: Reporting Period	Completed, 2/12/2016 11:57 AM <input type="checkbox"/> Check to complete
Page	AHA Reporting	You have answered 2 of 2 questions on this page. Completed, 2/12/2016 11:04 AM
Section	Section B: Organizational Structure	Completed, 2/12/2016 11:57 AM <input type="checkbox"/> Check to complete
Page	Organizational Structure	You have answered 8 of 8 questions on this page. Completed, 2/12/2016 11:04 AM
Section	Section C: Facilities and Services	Completed, 2/12/2016 11:57 AM <input type="checkbox"/> Check to complete
Page	Facilities, Services & Beds	You have answered 1 of 1 questions on this page. Completed, 2/12/2016 11:04 AM
Page	Facilities & Services A..C	You have answered 1 of 1 questions on this page. Completed, 2/12/2016 11:05 AM
Page	Facilities and Services D..L	You have answered 1 of 1 questions on this page. Completed, 2/12/2016 11:05 AM
Page	Facilities and Services M..P	You have answered 1 of 1 questions on this page. Completed, 2/12/2016 11:05 AM
Page	Facilities and Services R..W	You have answered 1 of 1 questions on this page. Completed, 2/12/2016 11:05 AM
Page	Physician Arrangements	You have answered 7 of 7 questions on this page. Completed, 2/12/2016 11:05 AM
Page	Insurance Products and Capitation	You have answered 6 of 6 questions on this page. Completed, 2/12/2016 11:05 AM
Section	Section D: Total Facility Beds, Utilization, Finances & Staffing	Completed, 2/12/2016 11:57 AM <input type="checkbox"/> Check to complete
Page	Nursing home unit/facility	You have answered 1 of 1 questions on this page. Completed, 2/12/2016 11:55 AM
Page	Beds & Utilization	You have answered 1 of 1 questions on this page. Completed, 2/12/2016 11:55 AM
Page	Medicare/Medicaid Utilization	You have answered 1 of 1 questions on this page. Completed, 2/12/2016 11:55 AM
Page	Financial, Revenue, Uncompensated Care	You have answered 4 of 4 questions on this page. Completed, 2/12/2016 11:55 AM
Page	Revenue by Payor	You have answered 7 of 9 questions on this page. Completed, 2/12/2016 11:55 AM
Page	Staffing	You have answered 7 of 7 questions on this page. Completed, 2/12/2016 11:55 AM
Section	Section E: Supplemental Information	Completed, 2/12/2016 11:57 AM <input type="checkbox"/> Check to complete
Page	Complete all information and press "Save and Validate" to save the data and check for errors.	You have answered 7 of 7 questions on this page. Completed, 2/12/2016 11:57 AM

Message from webpage X

Please click OK to confirm that you would like to submit the survey.
Please note that once the survey is submitted you will not be able to change any of your answers.

Also, if you were to view your homepage instead, you will see that your survey is ready to be submission and the 'Submit Survey' button is now available.

Test Hospital-Susan (6000008)

HELLO SUSAN,

HERE IS THE STATUS OF YOUR SURVEY. THE SURVEY WAS STARTED ON 2/12/2016 10:45 AM, LAST UPDATED ON 2/12/2016 11:57 AM BY SUSAN SHEFFEY, AND IS COMPLETE. **THE SURVEY IS READY FOR SUBMISSION BY THE SURVEY ADMINISTRATOR.** (HISTORICAL REFERENCE IS AVAILABLE.)

Section A: Reporting Period	Completed, 2/12/2016 11:57 AM
Section B: Organizational Structure	Completed, 2/12/2016 11:57 AM
Section C: Facilities and Services	Completed, 2/12/2016 11:57 AM
Section D: Total Facility Beds, Utilization, Finances & Staffing	Completed, 2/12/2016 11:57 AM
Section E: Supplemental Information	Completed, 2/12/2016 11:57 AM

Submit Survey

After submitting the survey; you will now see that the message on the homepage has changed to reflect that the survey has been submitted. You will not be able to make any further changes to the survey.

Test Hospital-Susan (6000008)

Hello Susan,

Here is the status of your survey. Please note that the survey has been **submitted** and accepted in its entirety. You may browse the data by section, but you will not be able to make any changes at this time. (Historical reference is available.)

Section A: Reporting Period	Completed, 2/12/2016 11:57 AM
Section B: Organizational Structure	Completed, 2/12/2016 11:57 AM
Section C: Facilities and Services	Completed, 2/12/2016 11:57 AM
Section D: Total Facility Beds, Utilization, Finances & Staffing	Completed, 2/12/2016 11:57 AM
Section E: Supplemental Information	Completed, 2/12/2016 11:57 AM

CHANGES TO DATA - If you need to make changes after your survey has been submitted, please contact survey support for assistance.

REPORTS - Once your survey is submitted, you can now access the reports for your facility by clicking on 'REPORTS' in the top survey toolbar.

The screenshot shows a web interface for survey reports. At the top, there is a navigation bar with 'HOME', 'PDF', 'ADMIN', 'HELP', and 'LOGOUT' links. Below this is a toolbar with buttons for 'A', 'B', 'C', 'D', 'E', 'Print', and 'Reports'. The 'Reports' button is highlighted with a downward arrow. To the right of the toolbar, there are status indicators for 'Not Started', 'Started', 'Errors', and 'Complete'. The main content area is titled 'Test Hospital-Susan (6000008)' and includes a greeting 'Hello Susan,'. A message states: 'Here is the status of your survey. Please note that the survey has been submitted and accepted in its entirety. You may browse the data by section, but you will not be able to make any changes at this time. (Historical reference is available.)'. A 'Hospital Reports Menu' section follows, explaining that reports are designed to be meaningful and useful. It includes a 'Get Acrobat Reader' icon and a 'Help' link. Below this, there are four report options: 'Profile Report', 'Summary Report', 'Trend Report', and 'Peer Report'. Each option has a dropdown menu for selecting a report format and a 'Go' button. A note indicates that the Peer Report will be available on 05/02/2016. A 'back' button is located at the bottom of the report menu section. On the left side of the interface, there is a vertical navigation menu with options: 'Reporting Period', 'Organizational Structure', 'Facilities & Services', 'Beds, Finances, Utilization & Staffing', 'Supplemental Information', and 'Comments'.

We hope your online experience is easy. If you have any questions, you may contact us via our survey support help-line at (800) 530-9092 or at surveysupport@healthforum.com.

THANK YOU FOR YOUR PARTICIPATION!