2020 AHA ANNUAL SURVEY

WALK-THROUGH THE 2020 AHA ANNUAL SURVEY ONLINE

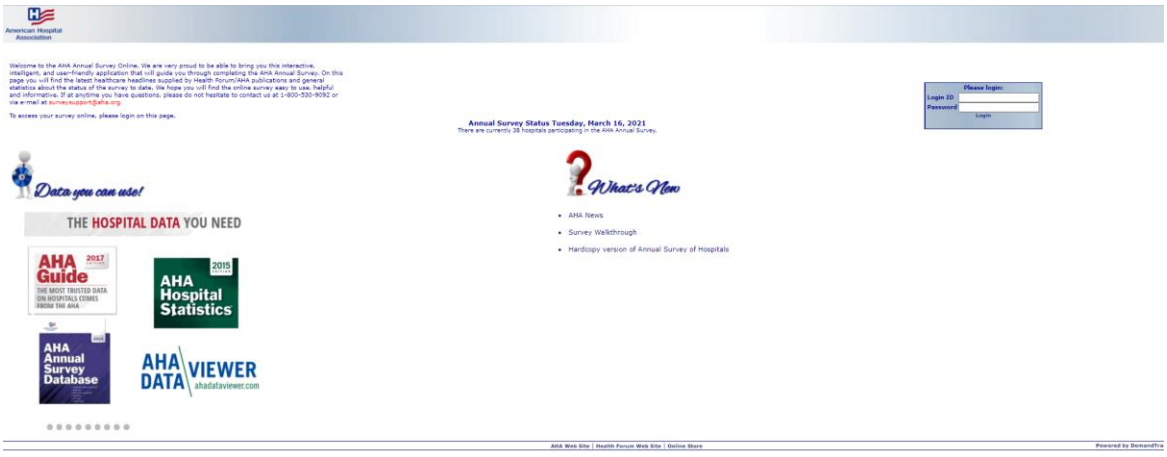
Hello Survey Administrator! Welcome to the step-by-step guide to completing the 2020 AHA Annual Survey online. We hope this information will help you navigate through our online survey and successfully complete the survey for your hospital.

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.



NAVIGATING THROUGH THE SURVEY

If you have successfully logged in, you will see the homepage of your hospital's survey. This page has allowed 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

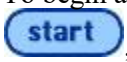
LOGOUT – allows you to logout

BUTTONS A-F – Sections A-F 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.

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.

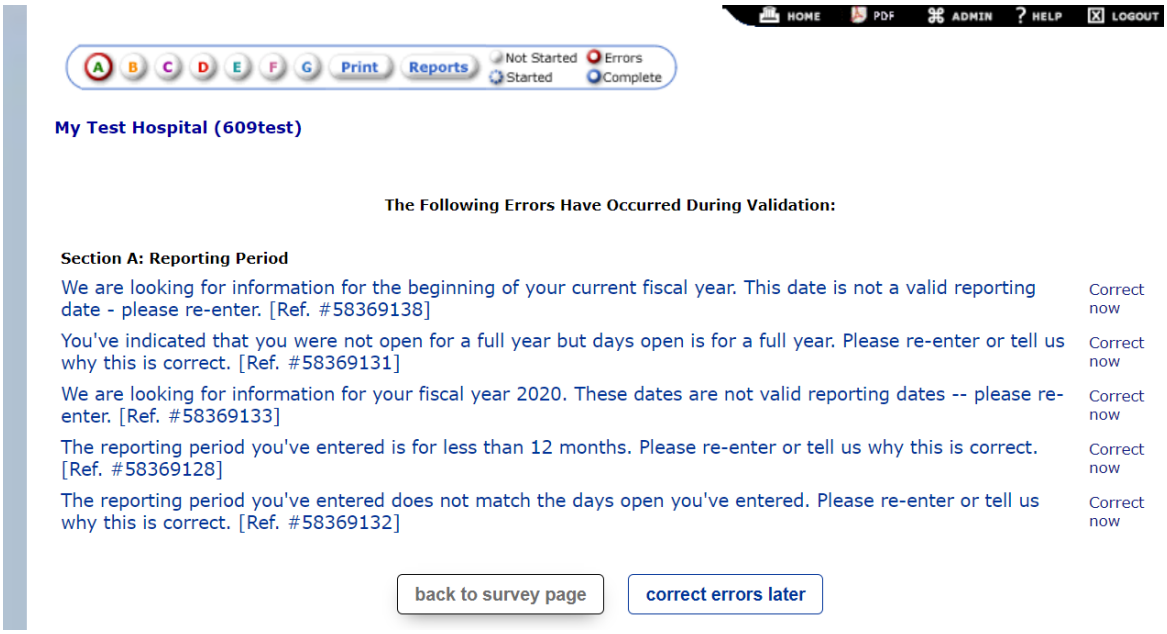
'BACK' and 'SAVE' vs 'SAVE AND VALIDATE' - At the bottom of every survey page you will see the buttons 'BACK', 'SAVE' and 'SAVE AND VALIDATE'.

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.

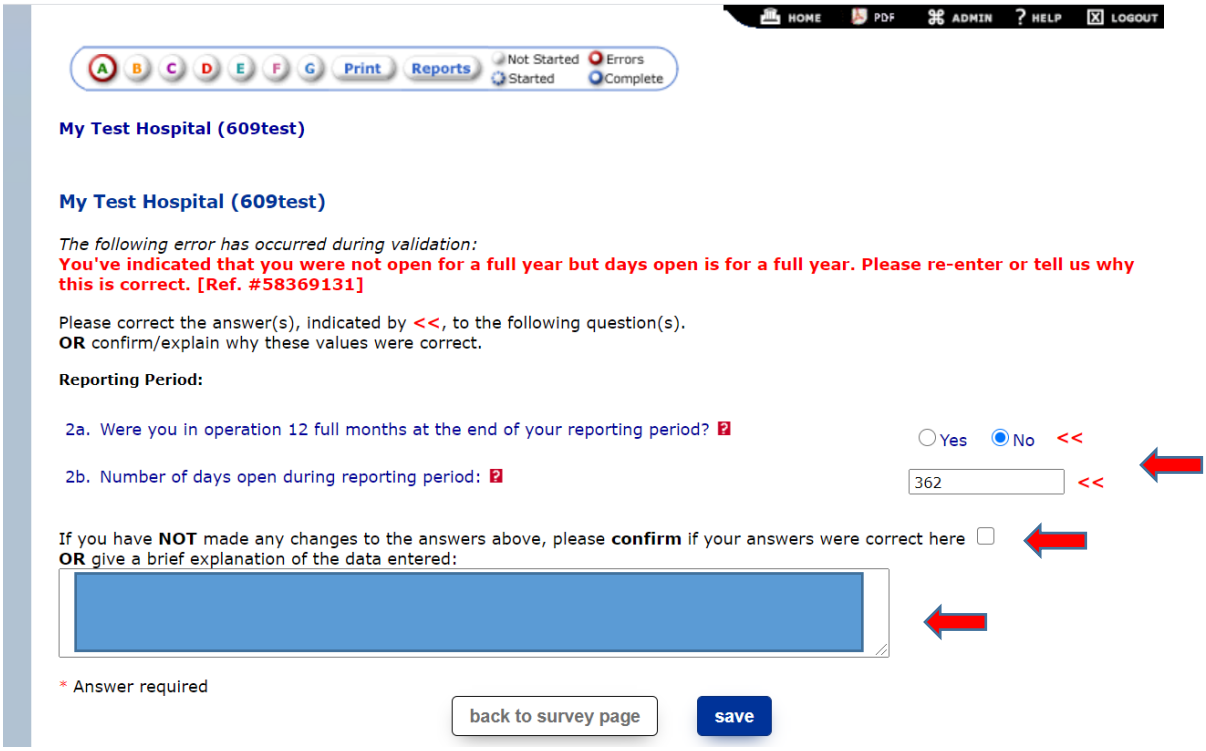
After you enter in data and press 'SAVE'' your data will be saved, and the status of that section or page will show as 'In Progress'. You will also be advanced to the next survey page.

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'.



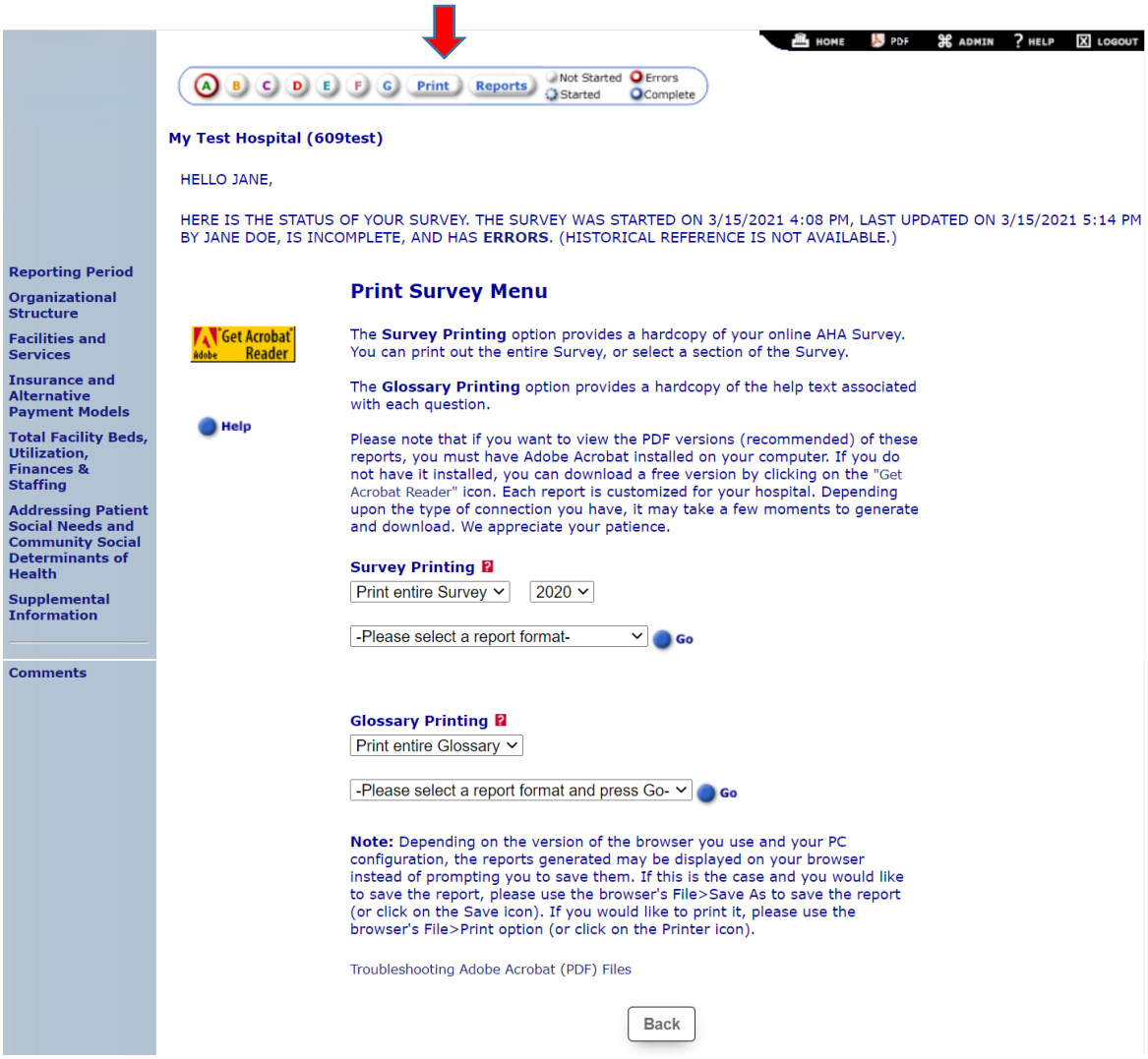
On some error pages you may have three options to validate: 1.) change your response, 2.) give an explanation or 3.) confirm your response by checking the box indicated. Please only choose one of these options to validate your response.

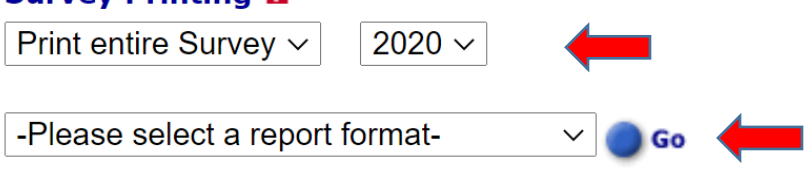


PRINT – You can print a copy of your current online survey at any point in the survey process. Also, if historical reference is available, you can also retrieve a copy of last year's submission by clicking on the dropdown button next to the survey year '2020' under 'Survey Printing'. Then to print last year's responses, select '2019' and then click 'Go'.

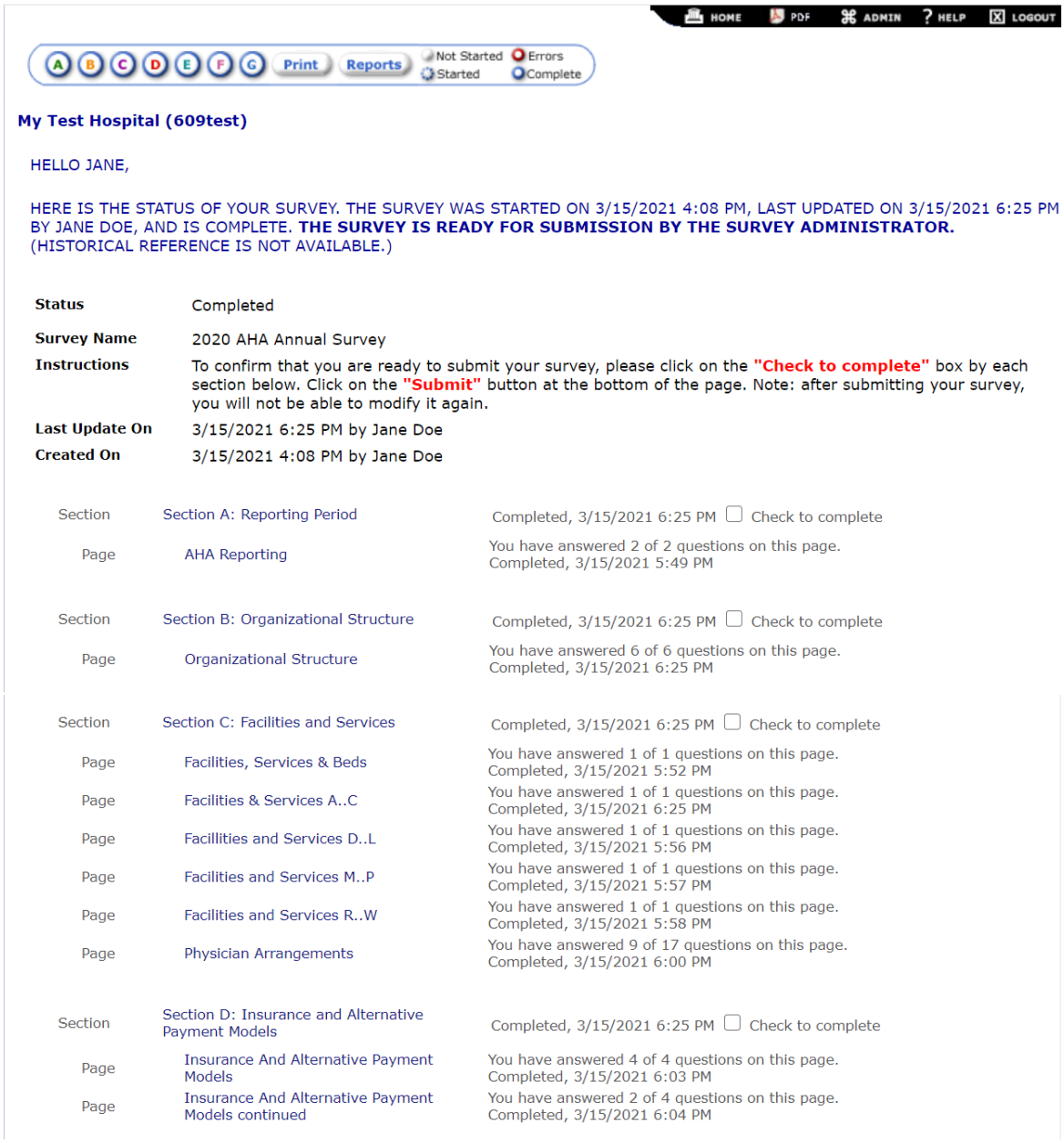
You may print just one particular section of the survey or the entire survey. To email a PDF copy of the survey to yourself, enter in your email address in the specified box; also select 'PDF' as the recommended report format and then click the 'Go' button.

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



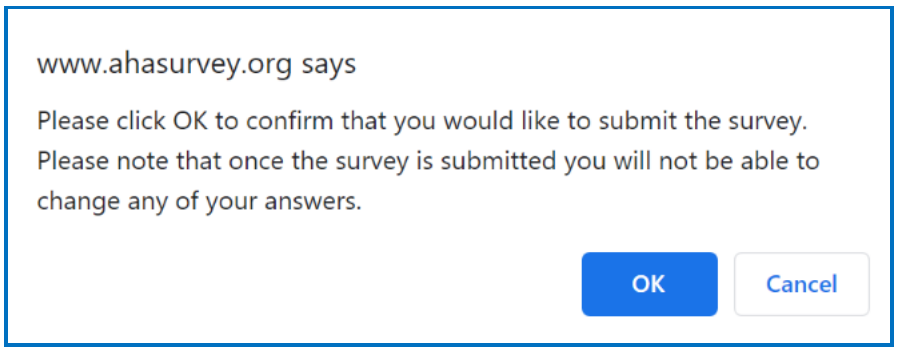


SUBMITTING YOUR SURVEY - After you have completed your survey (filled in all the data and corrected all errors) you can now click on the 'submit survey' box on your homepage. If you fill in your data all at once, you are automatically directed to the submit page. Click the 'check to complete' box next 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.



Section	Section E: Total Facility Beds, Utilization, Finances & Staffing	Completed, 3/15/2021 6:25 PM ☐ Check to complete
Page	Nursing home unit/facility	You have answered 1 of 1 questions on this page. Completed, 3/15/2021 6:24 PM
Page	Beds & Utilization	You have answered 1 of 1 questions on this page. Completed, 3/15/2021 6:24 PM
Page	Medicare/Medicaid Utilization	You have answered 1 of 1 questions on this page. Completed, 3/15/2021 6:25 PM
Page	Financial, Revenue, Uncompensated Care	You have answered 5 of 5 questions on this page. Completed, 3/15/2021 6:24 PM
Page	Revenue by Payer	You have answered 6 of 14 questions on this page. Completed, 3/15/2021 6:24 PM
Page	Staffing	You have answered 1 of 8 questions on this page. Completed, 3/15/2021 6:24 PM
Section	Section F: Addressing Patient Social Needs and Community Social Determinants of Health	Completed, 3/15/2021 6:25 PM ☐ Check to complete
Page	Social And Community Health	You have answered 2 of 5 questions on this page. Completed, 3/15/2021 6:23 PM
Section	Section G: Supplemental Information	Completed, 3/15/2021 6:25 PM ☐ Check to complete
Page	Complete all information and press "Save and Validate" to save the data and check for errors.	You have answered 5 of 10 questions on this page. Completed, 3/15/2021 6:23 PM

cancel submit

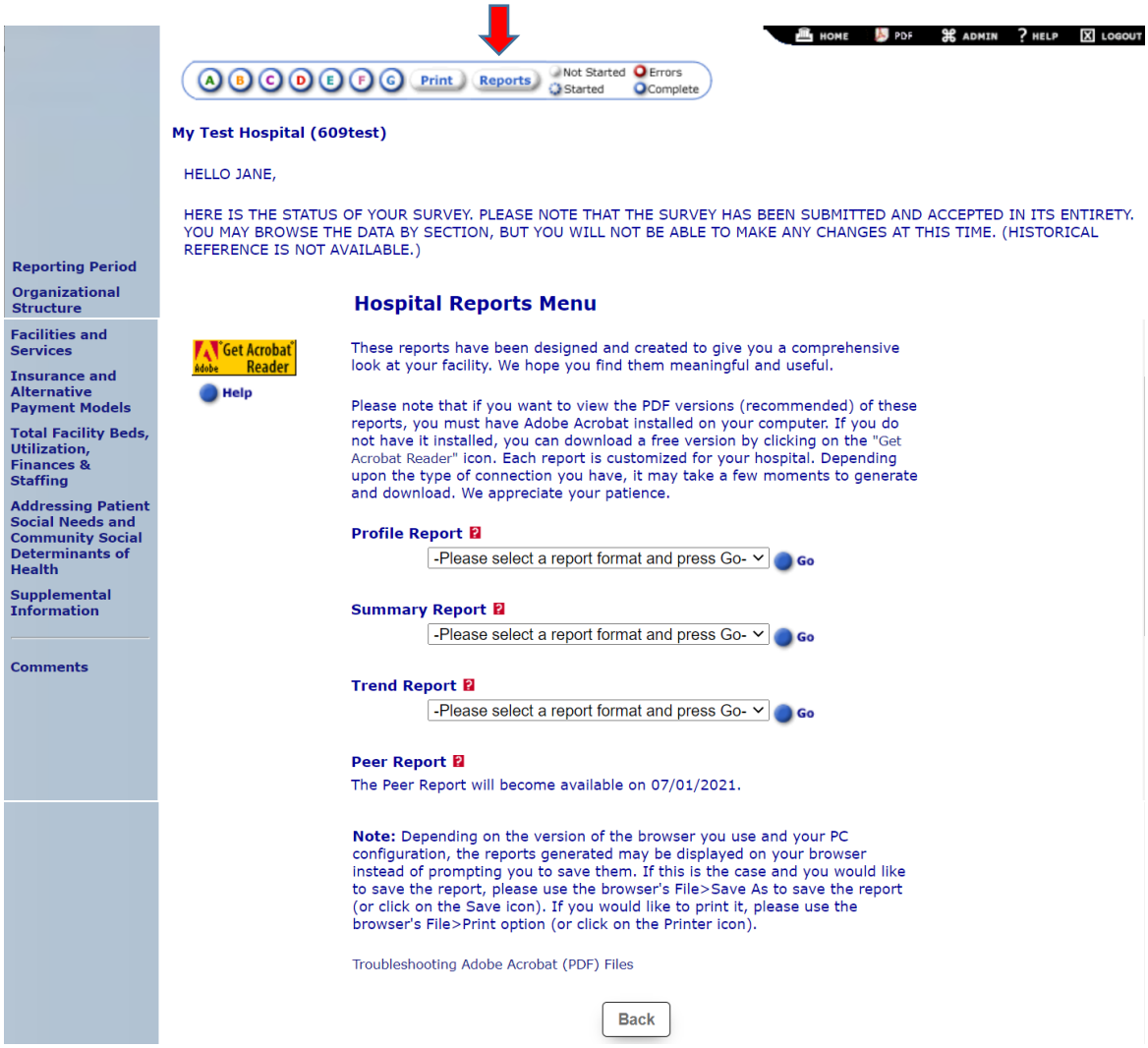


Also, if you were to view your homepage instead, you will see that your survey is ready to be submission and the 'Submit Survey' button is now available.

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.

CHANGES TO DATA - If you need to make changes after your survey has been submitted, please contact survey support for assistance. *Additionally, any relevant data saved in the sytem after the fielding period will be used as a final submission.*

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



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@aha.org.

THANK YOU FOR YOUR PARTICIPATION!