THELEAPFROGGROUP

QUICK START GUIDE

FOR THE 2019 ONLINE HOSPITAL SURVEY
AND CPOE EVALUATION TOOL

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

Important Note: The Online Hospital 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. The CPOE Evaluation Tool is optimized for Internet Explorer (IE 11) or Chrome.

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. It will also be used to send the confirmation email once you submit your Survey.

HOSPITAL PROFILE

After logging in with your 16-digit security code, you will be brought to the Survey Dashboard. The first time you log in, 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. Refer to the hard copy of the Hospital Survey for information about the Hospital Profile.

Once you are logged in to the Survey Dashboard, you can access the **Help Desk** or **Log Out** at any time. You can also access a Library of Hospital Survey documents and important web pages. In addition, once you complete the Hospital Profile for the first time, you can log back in at any time to make updates to your information (i.e. CEO, contact information, etc.).

HOSPITAL SURVEY DASHBOARD

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

Edit Hospital Profile	View/Print Last Submitted Survey	View/Print Last Saved Survey	View Hospital Details Page	View/Print Previous Year's Survey

See Figure 1 on page 5

See Figure 2 on page 6

2019 Leapfrog Hospital Survey Dashboard

	Section Status	Errors View All
Section 1: BASIC HOSPITAL INFORMATION	SUBMITTED ✓ 03/21/2019 - 10:01 AM (EDT)	0 errors
Section 2: COMPUTERIZED PHYSICIAN ORDER ENTRY (CPOE) [Take CPOE Tool]	SUBMITTED ✓ 03/21/2019 - 10:01 AM (EDT)	0 errors
+ **Section 3:** INPATIENT SURGERY	AFFIRMED - 03/21/2019 ⓘ	0 errors
− **Section 4:** MATERNITY CARE 4A 4B 4C 4D 4E 4F		13 errors
Section 5: ICU PHYSICIAN STAFFING (IPS)	SUBMITTED ✓ 03/21/2019 - 10:01 AM (EDT)	0 errors
+ **Section 6:** NQF SAFE PRACTICES		25 errors
+ **Section 7:** MANAGING SERIOUS ERRORS		0 errors
+ **Section 8:** MEDICATION SAFETY	READY FOR AFFIRMATION	0 errors
+ **Section 9:** PEDIATRIC CARE		0 errors
+ **Section 10:** OUTPATIENT PROCEDURES		7 errors

See Figure 3 on page 7

See Figure 4 on page 8

You will NOT be submitting unaffirmed sections 4, 6, 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 throughout the year and should be updated if contact or other Profile information changes.
View/Print Last Submitted Survey	Displays your Last Submitted Survey. This button will only be active if you have submitted a Survey.
View/Print Last Saved Survey	Displays your Last Saved Survey. As a reminder, your responses are automatically saved in the Online Hospital Survey Tool as you tab and click from field to field. This button will be active as soon as you enter a response in to the Survey.
View Hospital Details Page	Displays intermediate scoring details that are not publicly reported. Until July 12, the 2018 Survey scoring details will be displayed. After July 12, the 2019 Survey scoring details will be displayed.
View/Print Previous Years Survey	Displays a PDF version of your hospital's Last Submitted 2018 Leapfrog Hospital Survey. This can only be accessed after submitting the Hospital Profile.

FIGURE 2 HOSPITAL SURVEY DASHBOARD - SECTION NAVIGATION

"Take CPOE Tool" button. This button will only appear for adult and general hospitals once Sections 1 and 2 have been submitted. Once you complete the Adult Inpatient Test, this button will disappear and a link to the CPOE Tool results will take its place on the Survey Dashboard. Not applicable for pediatric hospitals.

Navigate to sections. Use these links on the dashboard to navigate directly into a section of the Online Hospital Survey Tool. Use the **+** to expand sections that contain subsections (i.e. Section 3, 4, 6, 7, 9, and 10).

Data Entry Errors. Sections with data entry errors will be displayed in **red**. In the example on the right, data entry errors appear in subsections 4B, 4C, and 4D. When you click on the subsection link (i.e. 4B or 4C), 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 and submit that section of the Survey.

2019 Leapfrog Hospital Survey Dashboard

Section 1: BASIC HOSPITAL INFORMATION

Section 2: COMPUTERIZED PHYSICIAN ORDER ENTRY (CPOE)   Take CPOE Tool

\+ **Section 3:** INPATIENT SURGERY

— **Section 4:** MATERNITY CARE

    4A   4B   4C   4D   4E   4F

Section 5: ICU PHYSICIAN STAFFING (IPS)

\+ **Section 6:** NQF SAFE 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.
- *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 error status (i.e. 13 errors) to display a printable error log which must be corrected before you are able to affirm and submit 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 4 HOSPITAL SURVEY SUBMISSION

Once you have completed and affirmed each section, 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 3, 6, 7, 8 and 9   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 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 (http://leapfroggroup.org/compare-hospitals).

You will be submitting affirmed sections 1, 2, 4 and 5
You will NOT be submitting unaffirmed sections 3, 6, 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. 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 are not applicable to your hospital will be **grayed** out.

3. Sections that have been submitted will be **underlined in blue**.

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

5. You can access the **Help Desk** or **Log Out** at any time.

6. When you are ready to affirm and submit, click **Return to Dashboard**.

7. The Online Hospital Survey Tool includes an auto-save feature. Responses are automatically saved as you move from field to field.

8. The Error Log helps you track errors within each section.

9. You can navigate to the **Previous or Next section** or **Clear section** responses at the bottom of the page.

CPOE EVALUATION TOOL

Detailed instructions for accessing The CPOE Evaluation Tool can be found in the CPOE Quick Start Guide Supplement, which is posted in the "Other Supporting Materials" table on the Survey and CPOE Materials page under Section 2. Also available in this table is the Instructions for Completing the CPOE Evaluation Tool. Please carefully review all documents on that page.