ONLINE SURVEY TOOL GUIDE

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 Internet Explorer.

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HOW DO I LOG INTO THE ONLINE SURVEY TOOL?

You will need your ASC's 16-digit security code. If you do not have your ASC's security code, download the Security Code Request Form on the [ASC Security Code webpage](#).

Important Notes:

- *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.*

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

Welcome to the 2025 Leapfrog Hospital Survey login page.

Before beginning a Survey, review measure specifications, endnotes, and FAQs in the hard copy of the Survey here.

Before beginning a CPOE Test, review information on preparing for the CPOE Tool here.

Contact the Help Desk with any questions.

Oops! Are you an ASC?

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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 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.

Important Notes:

- *If you did not submit a 2024 Survey, you will not be able to access the Details Page or Previous Year's Survey.*

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

Welcome to the 2025 Leapfrog ASC Survey!

You must complete the ASC Profile before you can access the Survey Dashboard.

ASC Profile

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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.

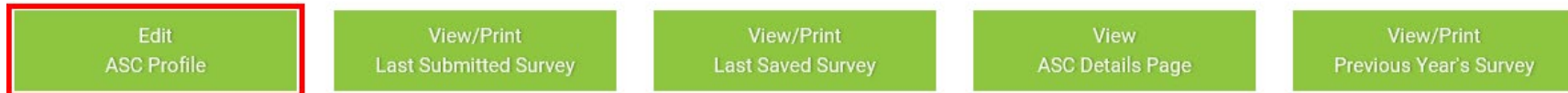| Edit ASC Profile	View/Print Last Submitted Survey	View/Print Last Saved Survey	View ASC Details Page	View/Print Previous Year's Survey

Important Notes:

- *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.*

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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

2025 ASC Survey Dashboard

	Section Status	Errors	
+ **Section 1:** PATIENT RIGHTS AND ETHICS	AFFIRMED - 03/04/2025 ⓘ	0 errors	**Section Status**
Section 2: MEDICAL, SURGICAL, AND CLINICAL STAFF	READY FOR AFFIRMATION	0 errors	
+ **Section 3:** VOLUME AND SAFETY OF PROCEDURES [CPT Code Workbook]		0 errors	
+ **Section 4:** PATIENT SAFETY PRACTICES	READY FOR AFFIRMATION	0 errors	
Section 5: PATIENT EXPERIENCE (OAS CAHPS)	READY FOR AFFIRMATION	0 errors	

Checking for data review warnings

You will NOT be submitting unaffirmed sections 2, 3, 4, and 5

[Check for Data Review Warnings]   [Submit affirmed sections]   **How do I submit my Survey?**

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GREEN FUNCTION BUTTONS

Edit ASC Profile	View/Print Last Submitted Survey	View/Print Last Saved Survey	View ASC Details Page	View/Print Previous Years Survey

Edit
ASC Profile

Displays your ASC Profile. See How do I edit the Survey Profile?.

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 both scored results and 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 and click into 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 4A. 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.

2025 ASC Survey Dashboard

+ <u>Section 1:</u> PATIENT RIGHTS AND ETHICS

<u>Section 2:</u> MEDICAL, SURGICAL, AND CLINICAL STAFF

+ <u>Section 3:</u> VOLUME AND SAFETY OF PROCEDURES   CPT Code Workbook

− <u>Section 4:</u> PATIENT SAFETY PRACTICES

   <u>**4A**</u>   <u>4B</u>   <u>4C</u>   <u>4D</u>   <u>4E</u>   <u>4F</u>

<u>Section 5:</u> 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 the Survey, the section status will be updated to "Submitted." Only "Submitted" Surveys will be scored and publicly reported.

Figure A

Figure B

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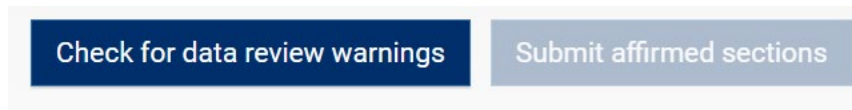
When you select this button, your Survey responses will be scanned for potential data entry errors and inconsistencies. Any applicable messages will be displayed in the orange box at the bottom of the Survey Dashboard.

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.

Important Notes:

- *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 How do I edit the Survey Profile?.*
- *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.*

SURVEY DASHBOARD LIBRARY

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

The Outpatient Procedure CPT Code workbook is linked in the green CPT Code Workbook button on the Survey Dashboard. 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 for Section 3: one for Section 3A Volume of Procedures and one for Section 3B Facility and Surgeon Volume. You are only required to complete the Terms of Use once per Survey year.

Important Notes:

- *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.*

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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.
2. Affirm each section by clicking the Affirmation link on the dashboard.
3. Check for data review warnings and review any warnings.
4. Submit affirmed sections. 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.
6. Review your Survey Results on the ASC Details Page or public reporting website. The 2025 Submission Deadline is June 30, the ASC Details Page will be available on July 12 and Survey Results will be publicly reported on July 25. After July, the ASC Details Page and public reporting website will be refreshed monthly.

Important Notes:

- *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.*

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HOW CAN I VERIFY THAT MY SURVEY WAS SUBMITTED?

Use the following tips to help verify that your submission was completed:

- **Check the ASC Survey Dashboard:** Refer to the "Section Status" column on the Survey Dashboard. All submitted sections will be marked as "Submitted."
- **Check your email:** You will receive a survey submission confirmation email within five minutes of submitting a Survey.
- **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).
- **Review the ASC Details Page:** Your Survey Results will be available on July 12 via the ASC Details Page link on the ASC Survey Dashboard. Carefully review your results.
- **Check your publicly reported results:** Your Survey Results will be available on July 25. Always check your Leapfrog ASC Survey Results on the public website. After July, Survey Results are updated within the first 7 business days of the month following (re)submission.

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.

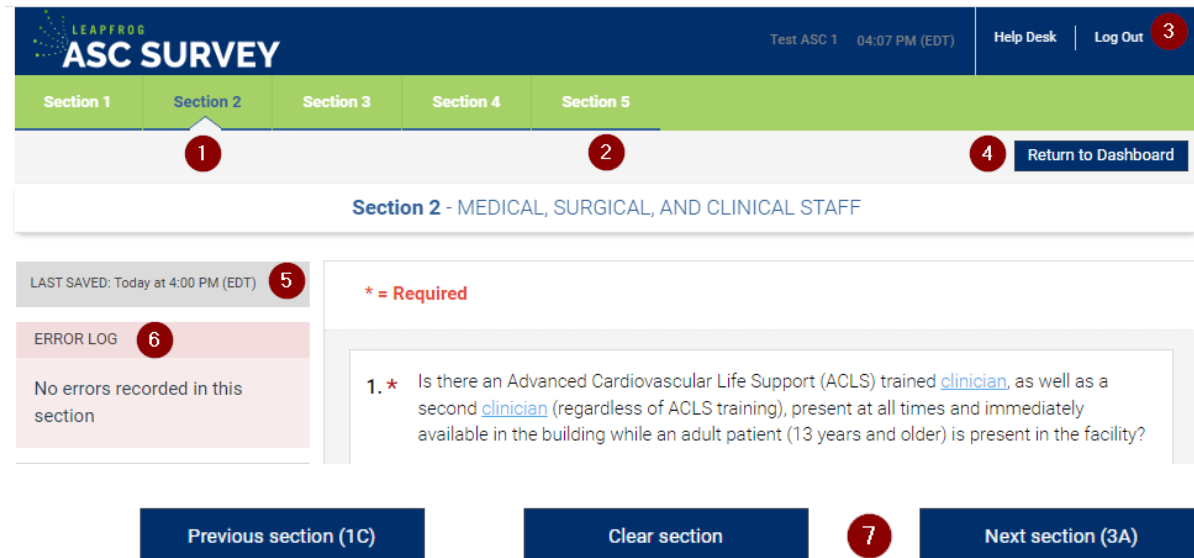6. Save a copy of your Last Submitted Survey PDF and review it for accuracy and completeness.

Remember to always check your updated results at https://ratings.leapfroggroup.org, which are posted within the first 7 business days of the month following (re)submission.

As a reminder, the Corrections Period (December 1-January 31) is reserved for corrections to previously submitted Surveys only. Any updates made to reflect a change in performance must be made prior to the November 30 Late Submission and Performance Update Deadline. Updates made to reflect a change in performance after November 30 will not be scored or publicly reported. See this webpage for more details on why and when your hospital 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. Other useful features that you can utilize are 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. You can access the **Help Desk** or **Log Out** at any time using the links at the top right.

4. When you are done, click **Return to Dashboard** to affirm, check for data review warnings, or submit your Survey.

5. 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.

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

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