



The respected source for health care data.

Fall 2023 Established User Survey Training

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WHA Information Center
Annual Virtual Training
October 2023

About Us & Data Use

20-year Anniversary

Survey Website/Calendar Updates

Important Updates and Roles & Registration

Survey Changes

Survey Submission Process – High Level

Edits

Worksheet/Schedule C

Agenda

20-Year Anniversary!



Contracted by the State of Wisconsin since 2003

Started collecting discharge data in 2004

The WHAIC team is dedicated, innovative and has the passion and expertise that a committed health care data program demands. We have years of experience helping health care stakeholders throughout Wisconsin meet their data and analytics challenges and we continue to develop our products and services to meet the changing needs of our customers.



The WHAIC Team



Brian



Cindy



Jennifer



Heather



Steve



Amber



Janice



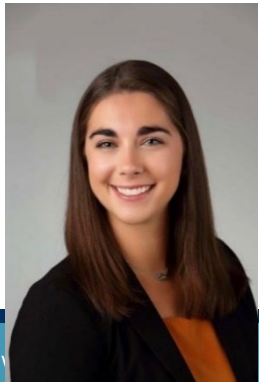
Derek



Justin



Seth



Emily

What do we collect?

- **Annual Survey**
 - Collects hospital information – Part of a system, type of hospital, certifications, etc. Reports the services that are provided at the hospital, number of beds, utilization, FTEs, and physicians.
 - [Guide to Wisconsin Hospitals](#)
- **Fiscal Survey**
 - Collects information on revenue and expense figures, gross patient charges and contractual adjustments by payer, balance sheet figures, and charity care and bad debt.
 - [Guide to Wisconsin Hospitals & the Uncompensated Health Care report](#)
- **Uncompensated Health Care**
 - Collects definitions related to eligibility for uncompensated care; income thresholds for financial assistance; and policies and procedures determining a patients' ability to pay.
 - [Uncompensated Health Care Survey](#)
- **Personnel Survey**
 - “Addendum” to Annual Survey
 - Collects vacancies of select employee categories; number of employees 55 and over; number of employee separations;
 - [Customs & Workforce Development](#)
- **Medicare Cost Report Schedule C**
 - Used to calculate hospital tax
- **Health System Survey**
 - Collects health care system information (if applicable)

See our [Data Products](#) webpage for more information on publications, custom reports, and data sets.

Where does your data go?

Data Products

WHA Information Center (WHAIC) is the respected source for Wisconsin hospital and ambulatory surgery center data. Its timely, complete and accurate data helps hospitals and health systems, consumers, payers and policymakers better understand their communities, the health care market, and the cost and quality of hospital care in Wisconsin.

Please take a look to see what WHAIC has available.

WHAIC CONTACT

Brian Competente
Director, Operations
608-274-1820
EMAIL: Brian.Competente



Data Sets



Publications



Custom Reports

Survey Website

Surveys

All Wisconsin licensed, Medicare certified, hospitals, including psychiatric hospitals are required to submit survey data on an annual basis to the Wisconsin Hospital Association Information Center (WHAIC). Submissions include data in areas such as utilization, fiscal, and personnel to be used in publications, datasets, and workforce development. WHAIC collects data pursuant to Chapter 153 of the Wisconsin State Statutes and subject to all terms and conditions as described in ss. DHS120.



Survey Manuals



**Survey Submission
Calendar**



News & Bulletins



Education & Training



FAQs



**Registration & Other
Resources**

Education & Training

WHAIC provides training for new and seasoned survey submitters throughout the year. Please reach out to whainformationcenter@wha.org for more information on upcoming training sessions. We welcome feedback on past trainings and ideas for content of upcoming training sessions.



Survey Submission & Compliance Manual



Training Documentation



Training Videos

Statutory Compliance



DHS 120.12 Data submission procedures

“Every hospital shall annually file with the department within 120 calendar days following the close of the hospital’s fiscal year.”

“The department may grant an extension for up to 30 calendar days.”

Hospital / Health System Survey Submission - Fiscal Year End 2023

Surveys open for submission on November 1

Annual, Fiscal, Personnel, Uncompensated, and Health System

MARCH – JUNE FYE (APR/JULY 1 FY)	
March – June FYE Extension Request Deadline	12/21/2023
March – June FYE <i>Standard</i> Submission Deadline	01/02/2024
March – June FYE <i>Extended</i> Submission Deadline (submit request by deadline)	02/01/2024
March – June Affirmation Deadline	02/15/2024
JULY – SEPTEMBER FYE (AUG/OCT 1 FY)	
July – September FYE Extension Request Deadline	01/23/2024
July – September FYE <i>Standard</i> Submission Deadline	01/31/2024
July – September FYE <i>Extended</i> Submission Deadline (submit request by deadline)	03/01/2024
July – September Affirmation Deadline	03/15/2024
DECEMBER FYE (JAN 1 FY)	
December FYE Extension Request Deadline	04/19/2024
December FYE <i>Standard</i> Submission Deadline	04/29/2024
December FYE <i>Extended</i> Submission Deadline (submit request by deadline)	05/29/2024
December Affirmation Deadline	06/13/2024
MEDICARE COST REPORT SUBMISSION	
January – June FYE Submission Deadline & Upload Schedule C Copy in Data Deliverables by Affirmation Deadline	02/01/2024
July – December FYE Submission Deadline & Upload Schedule C Copy in Data Deliverables by Affirmation Deadline	06/03/2024

- The timeline reflects adjusted (some combined) survey submission timelines to benefit hospitals to improve efficiency and prevent/reduce duplication of work and requests for additional time. If you are part of a state or county facility – please note the adjusted timeline accounts for additional time allowed for in the statute.
- ***Medicare Cost Report (MCR)** – complete survey and upload [Worksheet C](#) as applicable. *Due dates are allowed to match [CMS](#) due dates. If given a CMS extension, please inform WHAIC as soon as possible via email.
- **Health System Survey** completion is included in the FYE timeline. If your facility is part of a system located in Wisconsin, please locate your 900 series facility ID in the facility drop down list to complete your system survey **for WI only.**

Important reminders:

- **New facility/hospital requirements** – when a new facility opens:
 - Primary contact is needed for WHAIC to communicate important information.
 - Wait to submit Annual, Fiscal, Uncompensated and Personnel surveys until there is a full fiscal year.
 - A Medicare Cost Report is required, even if it is for a partial year.
 - If a facility is separately licensed by the [state](#), it's required to submit its own hospital Annual, Fiscal, Uncompensated and Personnel surveys.
 - Hospitals sharing a Medicare Cost Report need to determine the primary location and only need to submit one Cost Report survey and Worksheet/Schedule C.



Additional important reminders:

▪ Hospitals that close/mergers/acquisitions:

- Survey data is required from a closing facility to include the Uncompensated Health Care Plan, Fiscal and Annual surveys to the best of the facilities ability.

- A Medicare Cost Report is required, even if it is for a partial year.

Waiver from data submission requirements.

1. DHS 120.12(3)(f)1.1. There shall be no waivers from the data submission requirements under this subsection.
 2. Hospitals that close, merge or change their reporting fiscal year shall submit an annual survey for the applicable partial year.
2. There is no exception to uncompensated or fiscal survey submissions.

▪ Hospitals that change fiscal years

- Ensure that the Cost Report Data includes 12 months of data.

▪ Notify us of all changes as soon as possible.



Open	SURVEYS OPEN: First week of November
Calendar	Follow calendar to submit data by due date listed (based on FYE).
Affirm	Once all surveys are submitted, hospitals will receive an automated email notifying them that their affirmation statement is available.
Validate	Validate data, reopen surveys to make changes if necessary, and provide responses to action edits. *Keep in mind that reports/edits/affirmations are re-set each time surveys are reopened*
Submit	Submit Affirmation Statement and Copy of Schedule C by the Due Date.

Survey Submission Timeline



Survey Manuals



Survey Submission Calendar



News & Bulletins



Education & Training



FAQs



Registration & Other Resources

We cannot add new users. Users must register for the appropriate access.

***If any changes are needed with existing users, please email whainfocenter@wha.org.**

Registration & Other Resources

This section provides additional information to assist you in the submission of hospital surveys.

Please note: WHAIC cannot register users. For new registrants, please see Roles & Registration. Once registered, WHAIC will review all access requests and respond within 24-48 hours.

- Roles & Registration
- Facility Listing
- Survey Functionality
- User Dashboard
- Survey Edit Checks

Survey Primary: at least one, but we prefer two are required for every facility. Users involved in the submission process who we need to regularly communicate with and will have authorization to sign off on survey data (CFO, CEO or delegate).

- Required for users that fill out the majority of the surveys.
- Have access to the survey site to make changes.
- Access to every survey and access to all reports.
- Receive all communication from WHAIC – such as automated and targeted reminders, site specific emails, newsletters, and bulletins.

Note: The Survey Secondary will receive our newsletters and bulletins but will not receive regular reminders about deadlines and site-specific emails.

Survey Secondary – This is great for CEO's and CFO's who do not want regular contact with WHAIC but want to be able to access the survey and affirmation statement.

Survey User - Users who have access to less than 5 surveys and no report access.

- Access to less than 5 surveys (chosen at registration)
- Limited communications from WHAIC –Survey Primary shares information pertinent to Survey User.

<https://www.whainfocenter.com/Data-Submitters/Survey/Resources/surveyregister>

Select a Hospital **Sort By** ID **Year**
 002 - Aspirus Langlade Hospital -- (Antigo) 2022 [View Hos](#)

Message From WHA Information Center:--

Thank you for submitting the 2022 Surveys! We greatly appreciate your

The FY 2023 Survey Submission site will open

The FY 2023 Survey [calendar](#) is now available to download

The 2023 Survey training sessions are open for registration on the [WHA website](#). New this year will be a shortened 1-hour session with new information, changes and will be an open forum to ask questions. As in the past, there will also be a regular 2-hour session.

[New User Session: October 17th, 9:00am-11:00am](#)
[Established User Session: October 19th, 9:00am-11:00am](#)

The [September 2023 Survey newsletter](#) is filled with important reminders.

New users must [register for access](#) on the secured portal. WHAIC makes every effort to ensure that all users have access to the survey site.

For questions, contact [Heather Scambler](#) or [whainfo](#)

002 - Aspirus Langlade Hospital -- (Antigo), FY End: 06/30

Hospital Survey Grid:--

Survey Name	Enter/View Survey	Status
2022 ANNUAL SURVEY	View Only	Closed
2022 FISCAL SURVEY	View Only	Closed
2022 MEDICARE COST REPORT SURVEY	View Only	Closed
2022 PERSONNEL SURVEY	View Only	Closed
2022 UNCOMPENSATED HEALTH CARE PLAN SURVEY	View Only	Closed

Authorized Users for Selected Hospital:--

Please take a moment to review your hospital's list of users authorized to access the WHAIC secure Survey Site. Should any of the information be incorrect, please contact whainfocenter@wha.org, as it is the hospital's responsibility to notify WHAIC with any staff updates or corrections.

First Name	Last Name	Title	Email	Survey Role
John	Berry	Accountant	john.berry@aspirus.org	Secondary
Dawn	Marschke	Manager-Accounting	dawn.marschke@aspirus.org	Primary
Sonja	Nelson	Senior Accountant	Sonja.Nelson@aspirus.org	Secondary
Cherie	Olson	Senior Accountant	cherie.olson@aspirus.org	Secondary
Craig	Stahl	Data Research Analyst	craig.stahl@aspirus.org	Primary

Primary contacts should regularly review who has access to their facilities.





Survey Changes

FY 2023 Current Improvements

Annual Survey

- 4 Additional SDOH Questions
 - In the [2023 IPPS Final Rule](#), CMS mandated that hospitals reporting to the Inpatient Quality Reporting (IQR) program submit two brand new measures: SDOH-1 and SDOH-2. These measures are voluntary in 2023 and required by 2024.
- Update language of Alcoholism/Chemical Dependency to Alcohol/Substance Use Disorder
- Change Crisis Prevention to Violence Prevention
- Update Auxiliary to Volunteer Services
- Update Joint venture to Jointly owned

WHAIC/AHA Survey Compare Project

Compare AHA WI addendum to Annual and Personnel survey.

- § Advocating for our WI hospitals to reduce redundancy of questions on the AHA WI Addendum and also the number of surveys.
- § **If you notice duplicate questions, redundancies, or questions that no longer pertain to today's environment or have other suggestions, [please email us.](#)**
- § Possibly revamping multiple sections of the survey to make completion easier.
- § Worked with AHA to revise word choice in several questions to better align ourselves and reduce redundancy.
- § **What other surveys do your hospitals have to fill out so that we can be mindful of the timing of our surveys?**



Future Planned Improvements/Considerations

- ❖ Rewriting the Survey application.
- ❖ Single sign-on process/multi-factor authentication.
- ❖ Combining the Personnel survey with the Annual survey to reduce redundancy of questions and number of surveys.
- ❖ Combining the Uncompensated survey with the Fiscal survey.
- ❖ In-person training due to the scope of changes from the Survey rewrite project.
- ❖ Seeking feedback from new and established users.




Recap of Survey Submission








Extensions

Filing an extension

Select a Hospital Sort By Year [View Hospital](#) [Extensions](#)



Hospital Survey Grid:--	
Survey Name	Request Extension
2022 ANNUAL SURVEY	
2022 FISCAL SURVEY	
2022 MEDICARE COST REPORT SURVEY	
2022 PERSONNEL SURVEY	
2022 UNCOMPENSATED HEALTH CARE PLAN	

- A. Find hospital and correct year
- B. Click Extensions
- C. Click on the paper and pencil icon under "Request Extension."

Extensions

Filing an extension

2022 MEDICARE COST REPORT SURVEY -- Please Specify Reason for Extension

Reason: ▼

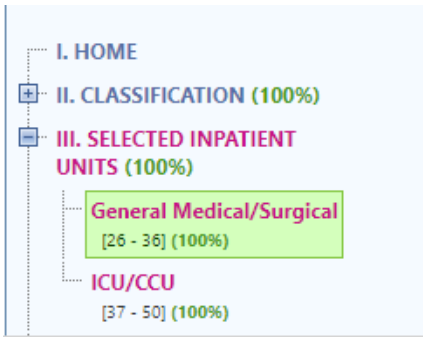
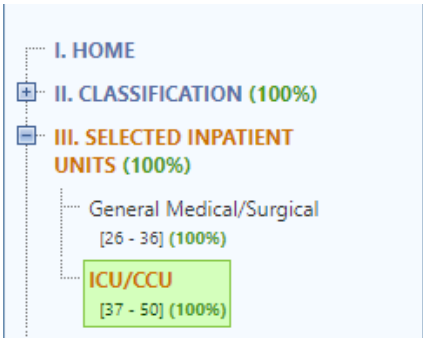
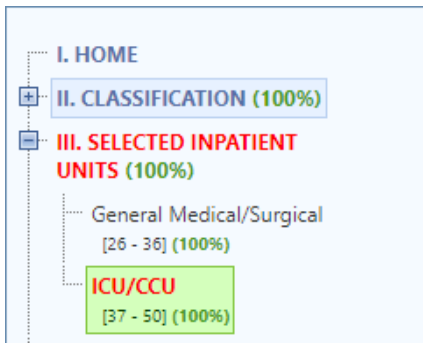
Comment:

- A. Choose a reason and provide comments for why you are filing.
- B. Click Save
- C. If the extension request is approved, the user will receive an email and there will be a green checkmark by the survey name.

Survey Submission - Edits

- After completing *each page* of the survey, click Save. It does not auto-save.
- Clicking Save will ask if you want to run Validation checks (Edits) now
 - Yes will run the Validation checks
 - No will run the Validation checks at the end of the entire survey

The screenshot displays the WHA Center survey interface. The top navigation bar includes links for Home, Extensions, Admin: Open Survey, Report: Hospital Reg. Status, Report: Hospital Survey Status, Report: Survey - All Questions, All Codes, and Report: Survey Data Sets. The main content area is titled "2020 ANNUAL SURVEY: Wisconsin Hospital Association, Madison, 53725." A left sidebar lists survey sections from I. HOME to X. SERVICE QUALITY/PATIENT SAFETY (100%). The main section is "XII. HEALTH INFORMATION TECHNOLOGY Expenditures," with two data rows: "268. Total Health Information Technology Expenditures - Capital" with a value of 66,318, and "269. Total Health Information Technology Expenditures - Operating" with a value of 2,626,987. Two callout boxes are present: one for the "Save/Page Update Button" which states "* Saves data entered on this page." and "* Option to perform page-level edits when page is saved." with an arrow pointing to a save icon; and another for the "Information Button: Link to manual" with an arrow pointing to an information icon.



Red = Hard Edit

Gold = Soft Edit

Purple = Stat Edit

Hard Edit – Mathematical or logical error: Edit that must be fixed to submit survey (e.g., fiscal survey line 1 + line 4 must equal line 5).

Soft Edit – Possible error; values imply an unusual situation: Edit that must be verified to submit survey. (e.g., annual survey – line 160 – Admissions are more than 3% higher/lower than inpatient days in Section III. Are you sure?).

Stats (Statistical) Edits – Possible error; values are substantially different than reported in the previous survey. Edits run after hard and soft edits are addressed. If value is 30% more or less than submitted in the previous year, an edit will appear. (e.g., if total gross revenue is \$1.0 million for FY 2021 and \$1.3 million for FY 2022, an edit will appear).

Provider CCN: 52-1350	Period: From 07/01/2021 To 06/30/2022	Worksheet C Part I Date/Time Prepared: 12/13/2022 6:03 pm
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Title XVIII	Hospital	Cost
Charges		

Cost Center Description	Charges			Cost or Other Ratio	TEFRA Inpatient Ratio	
	Inpatient	Outpatient	Total (col. 6 + col. 7)			
	6.00	7.00	8.00	9.00	10.00	
INPATIENT ROUTINE SERVICE COST CENTERS						
30.00 03000 ADULTS & PEDIATRICS	5,082,688		5,082,688			30.00
31.00 03100 INTENSIVE CARE UNIT	0		0			31.00
32.00 03200 CORONARY CARE UNIT	0		0			32.00
33.00 03300 BURN INTENSIVE CARE UNIT	0		0			33.00
34.00 03400 SURGICAL INTENSIVE CARE UNIT	0		0			34.00
40.00 04000 SUBPROVIDER - IPF	4,272,069		4,272,069			40.00
41.00 04100 SUBPROVIDER - IRF	0		0			41.00
42.00 04200 SUBPROVIDER	0		0			42.00
43.00 04300 NURSERY	227,043		227,043			43.00
44.00 04400 SKILLED NURSING FACILITY	0		0			44.00
45.00 04500 NURSING FACILITY	0		0			45.00
46.00 04600 OTHER LONG TERM CARE	0		0			46.00
ANCILLARY SERVICE COST CENTERS						
50.00 05000 OPERATING ROOM	1,572,444	7,939,213	9,511,657	0.377596	0.000000	50.00
51.00 05100 RECOVERY ROOM	0	0	0	0.000000	0.000000	51.00
52.00 05200 DELIVERY ROOM & LABOR ROOM	514,268	90,460	604,728	0.223259	0.000000	52.00
53.00 05300 ANESTHESIOLOGY	192,366	669,939	862,305	0.052221	0.000000	53.00
54.00 05400 RADIATION THERAPY	51,400	3,520	54,920	0.000000	0.000000	54.00
111.00 11100 ISLEF ACQUISITION	0	0	0			111.00
113.00 11300 INTEREST EXPENSE	0	0	0			113.00
114.00 11400 UTILIZATION REVIEW-SNF	0	0	0			114.00
115.00 11500 AMBULATORY SURGICAL CENTER (D.P.)	0	0	0			115.00
116.00 11600 HOSPICE	0	0	0			116.00
200.00 Subtotal (see instructions)	19,030,522	76,394,272	95,424,794			200.00
201.00 Less observation Beds						201.00
202.00 Total (see instructions)	19,030,522	76,394,272	95,424,794			202.00

Final thoughts

- For those that are interested, the full Survey user training for this year can be accessed on our [Survey website](#).

Any
Questions?



Contact Information

You can find more information online at:



Thank You!



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