



The respected source for health care data.

# 2020 Going Green Overview

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Suzy Staudenmayer

WHA Information Center, Data Coordinator and Outreach Specialist

Going Green

WELCOME!

# Submission Timelines and Data Releases

## Survey Submission Timeline 2019 Fiscal Year End Dates

Annual, Fiscal, Personnel, and Uncompensated Survey Submission	Date
<b>MARCH - JUNE FYE*</b>	
June 30 FYE Extension Request Deadline	12/13/19
June 30 FYE Standard Submission Deadline	12/20/19
June 30 FYE Extended Submission Deadline	1/30/20
<b>JULY - SEPTEMBER FYE</b>	
September 30 FYE Extension Request Deadline	1/23/2020
September 30 FYE Standard Submission Deadline	1/30/2020
September 30 FYE Extended Submission Deadline	3/2/2020
<b>DECEMBER FYE</b>	
December 31 FYE Extension Request Deadline	4/23/2020
December 31 FYE Standard Submission Deadline	5/1/2020
December 31 FYE Extended Submission Deadline	6/1/2020
<b>Medicare Cost Report Submission</b>	
January – June FYE Submission Deadline	1/30/2020
July – December FYE Submission Deadline	6/1/2020

The above timeline reflects adjusted survey submission timelines to benefit hospital 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

Health System Survey Submission	Date
Health System Survey Deadline for all Health Systems	07/16/20

# Roles and Registration

**Survey Roles** – designations assigned by the facility to manage and oversee statutorily required and timely survey submissions and corrections to the annual surveys.

The Survey site is for authorized users only. Individual users must have their own login. Registered users agree use of Survey application and Secure Portal system without authority, or in excess of your authority, is strictly prohibited.



# Roles and Registration

*Survey Primary - recommended for users involved in submission process who need regular communications with WHAIC and have authorization to sign off on survey data (CFO, CEO or delegate)*

- Oversee and monitor access requirements for Surveys and contact WHAIC with changes;
- Automatic assignment of all 5 surveys (if applicable for your hospital) – Annual, Fiscal, Uncompensated, Personnel, and Medicare Cost Report; Uncheck surveys at registration not applicable to you.
- Serve as a primary contact to address issues with the data or timely submission/training;
- Receive confirmation emails of new reports available in the Secure Portal system;
- Receive all communications from WHAIC regarding survey timelines, submissions, and compliance;
- Share WHAIC communications with Survey Secondary and Survey Users in their organization, as appropriate;
- Responsible for monitoring access and contacting WHAIC with any user access changes due to termination or change in role;
- Access to the data deliverables site to download/share the hospital data;
- Receive all reports for review, distribution, and accuracy;
- Authority to electronically sign and submit affirmation statement;
- Authority to upload Medicare Cost Report Schedule C;
- May have access to the Health System Survey – only applies to those within a system.

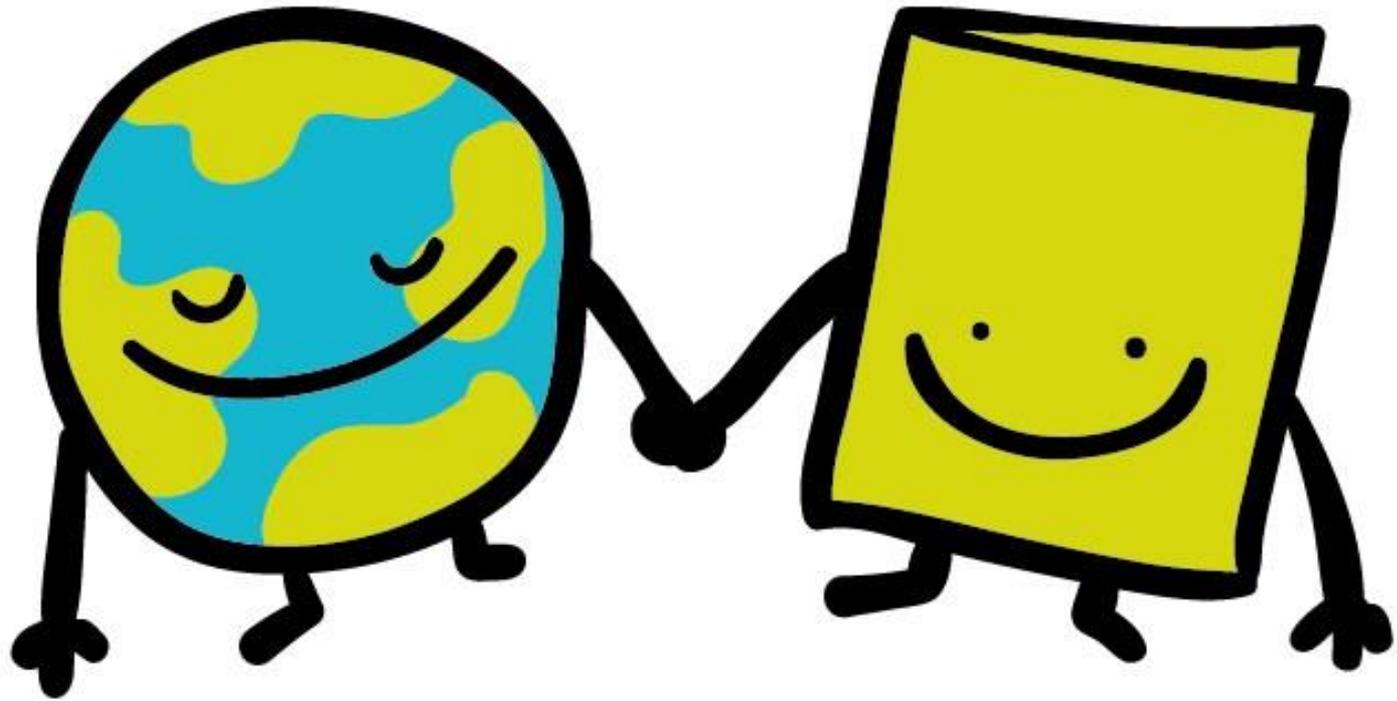
# Roles and Registration

**Survey Secondary** - recommended for C-Suite individuals who delegate primary responsibility, but need occasional survey access and access to view or sign off on affirmation statement

- Automatic access to Annual & Fiscal Surveys with ability to choose additional surveys at registration;
- Access to reports for review, distribution, and accuracy;
- Responsible for monitoring access and contacting WHAIC with any user access changes due to termination or change in role;
- Authority to electronically sign and submit affirmation statement;
- Authority to upload Medicare Cost Report Schedule C;
- Limited communications from WHAIC – Receive reports, but limited communication. Contacted only in the event there is no response from Primary. Primary should share information pertinent to Secondary.

**Example - Executives who want access to reports, but not in regular contact with WHAIC.**





GOING GREEN!

# GOING GREEN

Click on **Data Deliverables**

Please choose a site:

Wipop Production

Wipop Test

Survey Submission

Data Deliverables



**IMPORTANT SURVEY CHANGES** - Please make note and refer to [2019 Training PowerPoint](#) for further instructions.

- MCR Schedule C no longer accepted via email, upload under the Survey Affirmations and Schedule C tab in Data Deliverables.
- Affirmations and Action Edits no longer accepted via email, submit under the Survey Affirmations and Schedule C tab in Data Deliverables.

# GOING GREEN

Click on Survey Affirmations and Schedule C



Data Deliverables Home

Welcome sstaudenmayer8! [ Portal Home ]

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Survey Affirmations and Schedule C

Welcome to the WHA Information Center Data Deliverables site. Posted files will remain online for 30 days.

All downloadable files are compressed and encrypted using 7-Zip: <http://www.7-zip.org/>

Mac users can download a 7-Zip compatible program from this site: <http://www.kekaosx.com/en/>

Please select an option from the tab menu above.

[Help for First-Time Users](#)

*For those of you reviewing the Wlpop Data Submission Reports:* If you do not see a report that you are expecting, contact the WHA Information Center as your contact roles may need to be modified in the Portal.

| [About Us](#) | [Contact Us](#) | © 2003 - 2019, WHA Information Center

WHA Information Center - 5510 Research Park Dr. - Madison - WI - 53711 - Phone: 800.231.8340 / 608.274.1820



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You will access your affirmation by clicking links under the Select column. For more information - click Definitions and Frequently Asked Questions.



Survey Affirmations and Schedule C

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Survey Affirmations and Schedule C

[Definitions and Frequently Asked Questions](#)

Filter for Year: 2018

Select	ID	Facility	Year	FYE	Submitted	Approved By	Schedule C	Validated
<a href="#">Download</a>	000	Wisconsin Hospital Association (Madison)	2018	12/31	7/23/2019	ttt	Yes	<input checked="" type="checkbox"/>
<a href="#">Complete Affirmation</a>	001	Amery Regional Medical Center (Amery)	2018	12/31	No		No <a href="#">Upload</a>	<input type="checkbox"/>
<a href="#">Complete Affirmation</a>	002	Aspirus Langlade Hospital (Antigo)	2018	06/30	No		No <a href="#">Upload</a>	<input type="checkbox"/>
<a href="#">Complete Affirmation</a>	003	ThedaCare Regional Medical Center - Appleton, Inc. (Appleton)	2018	12/31	No		No <a href="#">Upload</a>	<input type="checkbox"/>
<a href="#">Complete Affirmation</a>	004	Ascension St. Elizabeth Hospital, Inc. (Appleton)	2018	06/30	No		No <a href="#">Upload</a>	<input type="checkbox"/>
<a href="#">Complete Affirmation</a>	006	Memorial Medical Center (Ashland)	2018	09/30	No		No <a href="#">Upload</a>	<input type="checkbox"/>
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<a href="#">Complete Affirmation</a>	009	Mayo Clinic Health System – Northland in Barron (Barron)	2018	12/31	No		Yes <a href="#">Upload</a>	<input type="checkbox"/>
<a href="#">Complete Affirmation</a>	010	Beaver Dam Community Hospitals Inc (Beaver Dam)	2018	06/30	No		No <a href="#">Upload</a>	<input type="checkbox"/>



# GOING GREEN

## Instructions for Survey Affirmations and Schedule C Table

- Filter for Year defaults to the current year, but users may change that to view affirmations for prior years.
- Four columns are sortable, Facility, ID, Submitted and Schedule C
- Select has three possible values:
  1. **Complete Affirmation** means that all required surveys have been submitted. Click the link to open the affirmation for submission.
  2. **Surveys Incomplete** means that not all required surveys have been submitted. Can do nothing with this facility now, except upload Schedule C.
  3. **Download** means the affirmation has already been submitted. Can download the completed affirmation, but can make no further changes.
- Under Schedule C, the values are
  1. **Yes** or **No**, depending on whether the MCR Schedule C has been uploaded. Note that Yes is a hyperlink, which if clicked will download the previously uploaded Schedule C file.
  2. **Upload**. Clicking prompts the user to select and upload the Schedule C file. **Upload** may be visible even after a file has been uploaded, in case the user wants to upload again, overwriting the previous file. **Upload** is available until a) a file has been uploaded, and b) the affirmation has been submitted. After that point, the record is considered locked.

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Click on Complete Affirmation. Complete Affirmation means that all surveys have been submitted and you are ready to validate your data and sign your electronic affirmation statement.



Survey Affirmations and Schedule C

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Survey Affirmations and Schedule C

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The menu links on the left will turn green when active. Start on Affirmation Summary Data.



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[FYE Summary Report](#)

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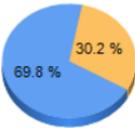
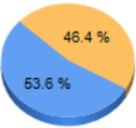
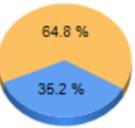
### 2018 Survey Affirmation

According to the Department of Health Services (DHS) 120.11, hospitals must adhere to standard data verification, review, and comment procedures. This must occur **before** the data is signed off on via the affirmation statement.

Portions of the Annual and/or Fiscal survey data is publicly available on the WHAIC website in various [publications](#), custom reports, and [PricePoint](#) to display Payer Mix details for various payers as well as Charity/Other Uncompensated care. For more information and validation of this data, see the Preliminary Fiscal Year Summary Report on the left toolbar.

Review the Summary Data in the charts and table below for accuracy. Line items listed in **red** indicate a significant variation of 30% or greater from the previous years reporting. *\*Review these changes carefully as they are often the focus of public interest. If changes are required for the current year, use the toolbar on the left to reopen the appropriate survey and make the necessary corrections. If no corrections to the figures below are required, but you choose to provide a comment, you may do so prior to submitting your electronic affirmation.*

*2018 Survey Summary Data*

Commercial		Medicare		Medicaid	
					
Charges	\$33,433,383	Charges	\$57,750,062	Charges	\$14,636,186
Deductions	\$10,112,980	Deductions	\$26,770,155	Deductions	\$9,489,785
Net Revenue	\$23,320,403	Net Revenue	\$30,979,907	Net Revenue	\$5,146,401

You can click the links in the left column or click next at the bottom of each page.

[Affirmation Summary Data](#)

- FYE Summary Report
- Action Edits
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- Cancel

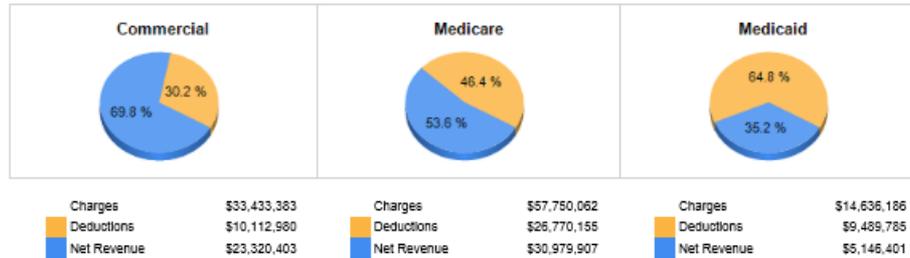
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2018 Survey Summary Data



	Current Year	Previous Year	Percent Change
Gross Patient Revenue	\$110,248,115	\$101,523,753	8.6%
Less Deductions	\$50,743,790	\$51,366,100	-1.2%
Net Patient Revenue	\$59,504,325	\$50,157,653	18.6%
Plus Other Operating Revenue	\$1,610,002	\$3,902,597	-58.7%
Total Revenue	\$61,114,327	\$54,060,250	13.0%
Less Expenses	\$60,754,276	\$57,631,481	5.4%
Operating Margin	\$360,051	(\$3,571,231)	-110.1%
Operating Margin %	0.6%	-6.6%	-108.9%
Non-Operating (Gains/Losses)	\$427,845	\$381,723	12.1%
Net Income (Total Margin)	\$787,896	(\$3,189,508)	-124.7%
Total Margin %	1.3%	-5.9%	-121.9%

	Current Year	Previous Year	Percent Change
Bad Debt	\$2,922,766	\$3,547,476	-17.6%
Charity Care	\$734,357	\$654,628	12.2%
Inpatient Discharges	1,120	969	15.6%
Total Outpatient Visits	111,529	120,307	-7.3%
Total FTEs	322.9	331.9	-2.7%
Total Beds	16	17	-5.9%

\*Fields highlighted in red indicate 30% or more variance from last year.



Next

# 3-Page Report now called Fiscal Year Summary Report

Affirmation Summary Data

[FYE Summary Report](#)

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## 2018 Survey Affirmation

This document represents a compilation of what will be displayed in the [Guide to Wisconsin Hospitals](#) and is produced for your review prior to publication. WHAIC encourages you to **review this information carefully for accuracy**. Once the data is processed and published on the WHAIC website any egregious errors or misrepresented data cannot be adjusted. This is your last opportunity to validate the data and make any corrections.

This FYE Summary Report provides detailed information about your hospital, including (as applicable) general medical-surgical, long-term acute-care, psychiatric, alcohol and other drug abuse, and rehabilitation. The information is drawn from responses to the Annual Survey of Hospitals, the Hospital Fiscal Survey, and the Personnel Survey. Tables present selected measures of utilization, service, staffing and finance. Once the data is published in the Guide, comparison data for hospitals of the same type, in the same analysis area, and for the same patient volume group will be displayed.

To make any corrections, re-open the applicable survey, make corrections and resubmit (including going through the edit process). This will prompt your reports to refresh. Contact WHAIC staff if you have questions.

[Download Preliminary Fiscal Year Summary Report - Printable PDF](#)

COMING SOON: FYE SUMMARY FAQ

001 Amery Regional Medical Center  
265 Griffin Street East  
Amery, WI 54001  
715-268-8000

Fiscal Year: 01/01 to 12/31  
Type: GMS  
Critical Access Hospital  
Control: Other Not-For-Profit

County: Polk  
Analysis Area: West Central (5A)

Selected Utilization Statistics	FY 2018	FY 2017	Ratio
<b>Occupancy Rate (%)</b>			
Adult Medical-Surgical	77.8%	67.7%	1.15
Obstetrics	36.7%	0.0%	N/A
Pediatrics	0.0%	0.8%	0.00
Total Hospital	80.8%	74.4%	1.09
<b>Average Census (Patients)</b>			
Adult Medical-Surgical	6.2	5.4	1.15
Obstetrics	0.7	0.5	1.38
Pediatrics	0.0	0.0	0.00
Total Hospital	12.9	12.6	1.02
<b>Average Length of Stay (Days)</b>			
Adult Medical-Surgical	3.7	3.2	1.16
Obstetrics	2.2	2.1	1.01
Pediatrics	0.0	1.0	0.00
Total Hospital	4.2	4.8	0.88
<b>Surgical Operations</b>			
Inpatient	210	192	1.09
Outpatient	1,394	1,332	1.05
Inpatient as % of All Surgeries	13.1%	12.6%	1.04
<b>Outpatient Visits</b>			
Non-Emergency Visits	103,688	113,380	0.91
Emergency Visits	7,841	6,927	1.13
<b>Full-Time Equivalents (FTEs)</b>			
Administrators	4.0	4.0	1.00
Nurses, Licensed	74.1	76.0	0.98

This section will answer questions such as:

- How are total FTE's calculated?
- What is the formula for the Total Margins %?

**Action Edits were formerly called Stats Edits.** Provide an explanation for EACH Action Edit that appears on this list. Each hospital must provide explanations before submitting affirmation. No longer accepting email explanations.

- Affirmation Summary Data
- FY Summary Report
- [Action Edits](#)
- Sign & Submit Affirmation
- Download / Reopen Surveys
- Cancel

### 2019 Survey Affirmation

The following action edits were marked as accurate at the completion of your survey. An explanation and/or reasoning is required in the space provided below for each questionable **Action Edit** in order to complete submission of the electronic affirmation statement.

If you would like to review the **Action Edits** in the survey and/or make any necessary changes, see the left tool bar "Download/Reopen Surveys". If changes are needed, the survey must be reopened. Once changes are made you will be required to go through the edit process and resubmit the survey in order to regenerate a new Affirmation Statement.

Question	Survey	2019	2018	% Change	2017	Trend
147 - TOTAL surgical operations (not procedures) [line 145 + line 146]	ANNUAL	1,132	1,943	-42%	2,213	

Enter  
Explanation:

---

156 - Total births (exclude fetal deaths)	ANNUAL	158	345	-54%	384	
---	--------	-----	-----	------	-----	---

Enter  
Explanation:

---

Next

- Affirmation Summary Data
- FYE Summary Report
- Action Edits
- [Sign & Submit Affirmation](#)
- Download / Reopen Surveys
- Cancel

### 2018 Survey Affirmation

The electronic signature on this affidavit affirms that the chief executive officer, administrator, or designee have reviewed the following data as presented from the surveys submitted by ThedaCare Regional Medical Center - Appleton, Inc. in Appleton.

- Affirmation Summary Data
- FYE Summary Report
- Any Applicable Action Edits

This is a legally binding equivalent of the individual's handwritten signature as per [DHS 120.12](#).

I HEREBY ATTEST, that I or my designated representative, to the best of my knowledge, reviewed and verified internally the data that was submitted to WHA Information Center and the data is accurate.

Provide e-signature for the Electronic Survey Affirmation Statement

Suzanne Staudenmayer  
Name of person submitting the Electronic Survey Affirmation Statement

Provide additional comments as needed:

[Submit Survey Affirmation Statement](#)

[Download Affirmation Statement Printable PDF](#)

- Affirmation Summary Data
- FYE Summary Report
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This is a legally binding equivalent of the individual's handwritten signature as per [DHS 120.12](#).

I HEREBY ATTEST, that I or my designated representative have reviewed the data submitted to WHA Information Center and the

Provide e-signature for the Electronic Survey

Suzanne Staudenmayer  
Name of person submitting the Electronic Survey

Provide additional comments as needed:

[Submit Survey Affirmation Statement](#)

The electronic signature is provided by the CEO, administrator, or designee. The electronic signature attests that the data has been reviewed and verified internally by the hospital. The signee may designate someone to electronically sign on their behalf. The name of the person submitting the document can be different and will populate based on portal login credentials.

Additional comments can be provided to explain variances not included on the Action Edits page.

- Affirmation Summary Data
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- [Sign & Submit Affirmation](#)
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Provide e-signature for the Electronic Survey Affirmation Statement

Suzanne Staudenmayer  
Name of person submitting the Electronic Survey Affirmation Statement

Provide additional comments as needed:

Submit when complete

[Submit Survey Affirmation Statement](#)

[Download Affirmation Statement Printable PDF](#)

# GOING GREEN

From this page, you can download a PDF of your completed surveys.



Survey Affirmations and Schedule C

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Affirmation Summary Data

FYE Summary Report

Action Edits

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[Download / Reopen Surveys](#)

Cancel

## 2018 Survey Affirmation

This section is optional.

You may download a printable PDF of any survey: Annual Survey  

If survey data needs to be changed, you can reopen the desired survey(s) by clicking the link below. You can then make the changes at the Survey site. Reopening will close and reset this affirmation form.

Annual Survey Only  Fiscal Survey Only  Annual and Fiscal Surveys  All Surveys

*Survey reopen function not available for 2018*



Or YOU can reopen surveys that need changes made! Unless the affirmation statement has already been completed, hospitals no longer need to wait for WHAIC to reopen surveys for them to make corrections.

For example: if corrections need to be made to Action Edits.

The screenshot shows the WHA Information Center website interface. At the top, the logo for WHA INFORMATION CENTER is displayed. Below the logo, the page title is "Survey Affirmations and Schedule C" and the user is logged in as "Welcome sstaudenmayer8! [ Portal Home ]". A navigation bar contains links for Home, File Downloads, File Administration, Provider Based Locations, Data Affirmations, and Survey Affirmations and Schedule C. The main content area is titled "2018 Survey Affirmation" and includes a sidebar with options: Affirmation Summary Data, FYE Summary Report, Action Edits, Sign & Submit Affirmation, [Download / Reopen Surveys](#), and Cancel. The main content area states: "This section is optional. You may download a printable PDF of any survey: [Annual Survey] [Download]". Below this, it says: "If survey data needs to be changed, you can reopen the desired survey(s) by clicking the link below. You can then make the changes at the Survey site. Reopening will close and reset this affirmation form." There are four radio button options:  Annual Survey Only,  Fiscal Survey Only,  Annual and Fiscal Surveys, and  All Surveys. A red arrow points to the "All Surveys" radio button. A note below the radio buttons states: "Survey reopen function not available for 2018". The footer contains the text: "| About Us | Contact Us | © 2003 - 2019, WHA Information Center" and "WHA Information Center - 5510 Research Park Dr. - Madison - WI - 53711 - Phone: 800.231.8340 / 608.274.1820".

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From this screen, you can also upload your schedule C. Click [Upload](#).

Remember we need a copy of your schedule C only, not your whole cost report.



Survey Affirmations and Schedule CWelcome sstaudenmayer8! [ [Portal Home](#) ]

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Survey Affirmations and Schedule C[Definitions and Frequently Asked Questions](#)Filter for Year:

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<a href="#">Complete Affirmation</a>	007	Western Wisconsin Health (Baldwin)	2018	09/30	No		No <a href="#">Upload</a>	<input type="checkbox"/>
<a href="#">Complete Affirmation</a>	008	St Clare Hospital & Health Services (Baraboo)	2018	12/31	No		No <a href="#">Upload</a>	<input type="checkbox"/>
<a href="#">Complete Affirmation</a>	009	Mayo Clinic Health System – Northland in Barron (Barron)	2018	12/31	No		Yes <a href="#">Upload</a>	<input type="checkbox"/>
<a href="#">Complete Affirmation</a>	010	Beaver Dam Community Hospitals Inc (Beaver Dam)	2018	06/30	No		No <a href="#">Upload</a>	<input type="checkbox"/>

Clicking Upload will bring you to this screen. You will click **Browse** to and select a PDF of your schedule C from your computer and then click **Upload File**.

Survey Affirmations and Schedule C

Definitions and Frequently Asked Questions

Filter for Year:

Select	ID	Facility	Year	FYE	Submitted	Approved By	Schedule C
<a href="#">Download</a>	000	Wisconsin Hospital Association (Madison)	2018	12/31	7/23/2019	ttt	Yes
<a href="#">Complete Affirmation</a>	001	Amery Regional Medical Center (Amery)	2018	12/31	No		<input type="text"/> <a href="#">Browse...</a> <a href="#">Upload File</a> <a href="#">Cancel</a>
<a href="#">Complete Affirmation</a>	002	Aspirus Langlade Hospital (Antigo)	2018	06/30	No		No <a href="#">Upload</a>
<a href="#">Complete Affirmation</a>	006	Memorial Medical Center (Ashland)			2018 09/30	No	No <a href="#">Upload</a> <input type="checkbox"/>
<a href="#">Complete Affirmation</a>	007	Western Wisconsin Health (Baldwin)			2018 09/30	No	No <a href="#">Upload</a> <input type="checkbox"/>
<a href="#">Complete Affirmation</a>	008	St Clare Hospital & Health Services (Baraboo)			2018 12/31	No	No <a href="#">Upload</a> <input type="checkbox"/>
<a href="#">Complete Affirmation</a>	009	Mayo Clinic Health System – Northland in Barron (Barron)			2018 12/31	No	Yes <a href="#">Upload</a> <input type="checkbox"/>
<a href="#">Complete Affirmation</a>	010	Beaver Dam Community Hospitals Inc (Beaver Dam)			2018 06/30	No	No <a href="#">Upload</a> <input type="checkbox"/>

Once uploaded the column for Schedule C will show up as Yes instead of No. If you click Yes, you will be able to open and view or save what was uploaded.

Survey Affirmations and Schedule C

Definitions and Frequently Asked Questions

Filter for Year: 2018

Select	ID	Facility	Year	FYE	Submitted	Approved By	Schedule C	Validated
<a href="#">Download</a>	000	Wisconsin Hospital Association (Madison)	2018	12/31	7/23/2019	ttt	Yes	<input checked="" type="checkbox"/>
<a href="#">Complete Affirmation</a>	001	Amery Regional Medical Center (Amery)	2018	12/31	No		Yes <a href="#">Upload</a>	<input type="checkbox"/>
<a href="#">Complete Affirmation</a>	002	Aspirus Langlade Hospital (Antigo)	2018	06/30	No		No <a href="#">Upload</a>	<input type="checkbox"/>
<a href="#">Complete Affirmation</a>	003	ThedaCare Regional Medical Center - Appleton, Inc. (Appleton)	2018	12/31	No		No <a href="#">Upload</a>	<input type="checkbox"/>

Survey Affirmations and Schedule C

Definitions and Frequently Asked Questions

Filter for Year: 2018

Select	ID	Facility	Year	FYE	Submitted	Approved By	Schedule C	Validated
<a href="#">Download</a>	000	Wisconsin Hospital Association (Madison)	2018	12/31	7/23/2019	ttt	Yes	<input checked="" type="checkbox"/>
<a href="#">Complete Affirmation</a>	001	Amery Regional Medical Center (Amery)	2018	12/31	No		Yes <a href="#">Upload</a>	<input type="checkbox"/>
<a href="#">Complete Affirmation</a>	002	Aspirus Langlade Hospital (Antigo)	2018	06/30	No		No <a href="#">Upload</a>	<input type="checkbox"/>

<a href="#">Complete Affirmation</a>	020	St Joseph's Hospital (Chippewa Falls)	2018	06/30	No		No <a href="#">Upload</a>	<input type="checkbox"/>
<a href="#">Complete Affirmation</a>	022	Prairie Ridge Health (Columbus)	2018	09/30	No		No <a href="#">Upload</a>	<input type="checkbox"/>

1 2 3 4 5 6 7 8

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# 2020 Goals – What’s Coming Up?

## Manual

- Reorganize sections of the manual for a better flow.
- Update outdated language and terminology and redefine some definitions/classifications.
- More clearly define questions/instructions that can be interpreted in multiple ways or are hard to understand.
  - *Example: Line 43, asks what guidelines to follow for nursery levels of care.*
- Remove obsolete options, questions and choices.

## Application

- Prepopulate certain questions that wouldn’t normally change.
  - *Examples: contact information based on portal credentials, type of hospital.*
- Instructions as a hover box or other, to stop the need to go back several pages and reread instructions.
  - *Example: Selected Inpatient Units with codes (1-5) and (O or B)*
- Reviewing software and design to provide you with a better user experience.
- Any changes that coincide with manual.
- Taking your comments/suggestions for changes to body of application.

# Contact Information

**Thank you!**

You can find more information online at

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