

Survey Tips, Tricks, and Updates

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Fall Training

The Wisconsin Hospital Association Information Center (WHAIC) and the WHA Quality Improvement Team is offering a full-day conference on October 30, 2019, at Glacier Canyon Lodge in the Wisconsin Dells.

You won't want to miss this important training session for Annual/Fiscal survey submitters! We are very excited to share multiple initiatives that have taken place to move this process into the digital world! In fact, we are **Going Green in 2019!** We strongly encourage you to send at least one individual from your hospital/system to attend the full day or afternoon Survey break-out session.

Our goal is to have everyone fully trained and given the opportunity to ask questions or provide feedback.

The general training session for Survey changes is in the afternoon, but please take advantage of this **free full-day conference** and check out other sessions during the day, including the general session discussing the importance of quality data and our data analytics tool, Kaavio.

Registration information will be coming soon!

***NOTE:** Due to the late training, changes to submission timelines and going green improvements, the announcement of "Opened Survey" submission will be postponed to later in the year.

We're "Going Green"!

Are you tired of receiving long emails, with multiple attachments, leaving you feeling overwhelmed and confused as to what to do next? Well no more!

We are very pleased to share some exciting changes that will reduce redundancy and increase efficiency.

The survey submission process is changing! That's right, the days of receiving those long emails are over! Once surveys are submitted, the primary contact(s) will receive an email notifying them of their facility(s) electronic affirmation availability in the portal. The "New Data Deliverable" section of the portal is available to primary and secondary contacts only.

All of this and more will be covered in detail during the training on October 30, 2019.

In the meantime, here's a few highlights:

- All users will be required to have a valid Portal 'Survey' Account – no sharing of passwords – see [Roles and Registration Document](#).
- Affirmation Statement – "NEW" Electronic Signature will be required.
- Action Edits (formerly Stats Edits) must be addressed, if applicable, on the affirmation statement.
 - *Explanation and/or Comments to explain variances in the survey **will be required** via the electronic affirmation statement in the secure portal.*

- Reopening Surveys – will be done by the user through the portal! In other words, there is no longer a need to email WHAIC to open the survey or notify us when it's complete.
- Reports – we also automated multiple reports to automatically rerun when changes are made, and surveys resubmitted.

New Survey Roles

As you may recall, last year we notified hospitals of changes in our facility contact process. Currently, any user with access to all five (fiscal, annual, personnel, etc.) surveys are considered Primary Contacts and receive regular communications regarding survey submissions. The Health System Survey is separate and granted to Primary Survey contacts upon request.

In 2019, new registrations will allow users to select a Primary or Secondary role. By default, if a user chooses a Primary Role, all five surveys will be automatically assigned, but user may deselect any surveys based on their responsibility.

In addition, anyone registering for a Primary Survey Role may indicate whether they will be submitting the Health System Survey.

If you are not a Primary or Secondary contact, simply select the surveys you submit, and you will be considered a Survey User. See our website for a description of the [roles](#) and information on how to [register](#).

Remember it's up to each hospital to manage the individuals who are assigned access to the Surveys and to notify us of any changes.

Changes to Timelines

Feedback from last year's training sessions noted some confusion over the timelines for Spring FYE. Therefore, in order to simplify the process and reduce extensions, we've adjusted the 2019 Survey Submissions timeline that allows earlier FYE's to have a later due date. Unfortunately, we must apologize in advance to those with a September or December FYE as we are unable to adjust these, because doing so would impede the data release in the [publications](#).

NOTICE: [There are now 5 sections, instead of 8](#), to reference on the timeline, including the addition of the Health System Survey. The adjusted timelines are available on our website [here](#). See below for a preview.

As requested, the Medicare Cost Report Deadline for facilities with a June – December FYE will now be the same or later than CMS.

Annual, Fiscal, Personnel, and Uncompensated Survey Submission	Date
MARCH - JUNE FYE*	
June 30 FYE Extension Request Deadline	12/13/19
June 30 FYE Standard Submission Deadline	12/20/19
June 30 FYE Extended Submission Deadline	1/30/19
JULY - SEPTEMBER FYE	
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
DECEMBER FYE	
December 31 FYE Extension Request Deadline	4/22/2020
December 31 FYE Standard Submission Deadline	4/29/2020
December 31 FYE Extended Submission Deadline	6/1/2020
Medicare Cost Report Submission	
January – June FYE Submission Deadline	1/30/2020
July – December FYE Submission Deadline	6/1/2020

KUDOS!

A big thank you to Amy Schuebel from Mayo Clinic Health System for providing on-going feedback during the first stages of this improvement process.