

WHAIC Survey Updates

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December 2020

HOLIDAY HOURS

December 24 – Close at noon

December 25 – CLOSED

December 31 – Close at noon

January 1 – CLOSED

*The WHA Information Center
wishes you a safe and happy
holiday season!*



2020 Virtual Annual Survey Training

Thank you to attendees of the survey training sessions last month. We had nearly 70 survey submitters attend the two training sessions. We realize that the virtual training is not quite the same as being face-to-face, but comments were positive for those that were able to attend.

For those that were unable to participate in the live (online) events, a video and copy of the PowerPoint can be found on the Survey website under the [Education and Training](#) section. Another live (online) session will be held in February for hospitals with a December FYE or those who would like a refresher. More information will be available in January.

A couple highlights and updates from the training are listed below.

- **NEW Annual Survey Manual!**
 - New look and feel. The 'Annual Survey Manual' includes instructions, definitions, and what to expect while completing the Annual online survey application.
 - Links to important information and sites such as the statute, FAQ, definitions, portal, and registration.
 - Clearer explanation of survey questions and links to relevant information.

- **Calendar**

- Updated to include due dates for affirmation statement and copy of Medicare Cost Report Schedule C.

DECEMBER FYE	
December 31 FYE Extension Request Deadline	4/23/21
December 31 FYE <i>Standard</i> Submission Deadline	5/1/21
December 31 FYE <i>Extended</i> Submission Deadline (file online request by deadline)	6/1/21
December 31 FYE Affirmation Deadline	6/15/21
Medicare Cost Report Submission	
	Date
January – June FYE Submission Deadline	1/30/21
January – June FYE Schedule C Deadline to Upload Copy in Data Deliverables	2/15/21
July – December FYE Submission Deadline	6/1/21
July – December FYE Schedule C Deadline to Upload Copy in Data Deliverables	6/15/21

- **Survey Application**

- Each question now shows trending from the previous year's survey.

- Color-coded edits are highlights on the navigational tree of the survey.
- Each question links to manual & description.
- **NEW - Reopen surveys**
 - You asked, we delivered! Users can now reopen surveys as needed. No need to wait for WHAIC to reopen them for you.

Access Changes and New Employees

With the opening of a new survey year, there are typically several changes to portal access. For security purposes, primary contacts should be aware and monitor who has access to their hospitals. This can be found on the main page of the survey application. Notify whainforcenter@wha.org to make changes.

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 names listed no longer require access to the Survey or if changes need to be made, please contact whainforcenter@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	Annual	Fiscal	Medicare	Uncompensated	Personnel
Thaddeus	Coulis	Associate Measurement Analyst	thaddeus.coulis2@froedtert.com	Primary	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Mike	Everson	Director of Reimbursement	Michael.Everson@froedtert.com	Secondary	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Malina	Kelllor	Measurement Analyst	malina.gleissner@froedtert.com	Primary	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Angela	Zaeske	Program Manager	Angela.Zaeske@froedtert.com	Primary	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

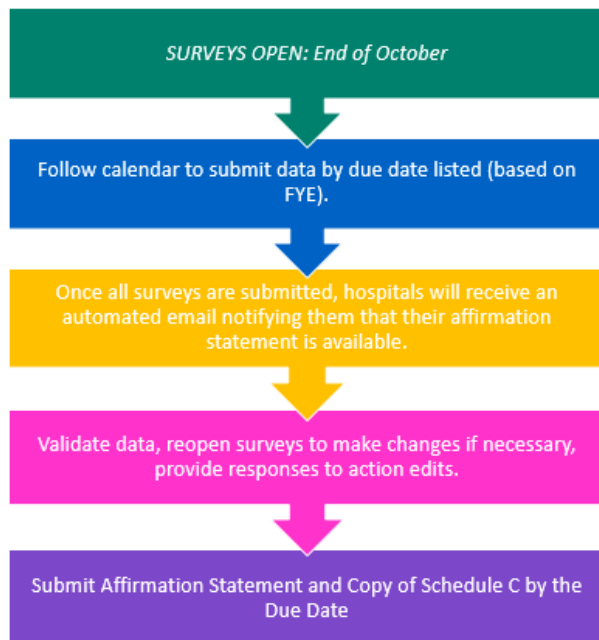
As a reminder, WHAIC cannot add users. New employees or new survey submitters must [register](#) for the appropriate access.

Reminders:

- Passwords must be changed annually.
- Accounts deactivate if inactive for 15 months.
- Contact [WHAIC](#) if existing account is deactivated, do not reregister.

Survey Submission Process

If you are new submitter or just need a refresher, below is a graphic to show the steps in the process. Once the survey is opened, hospitals will submit based on their Fiscal Year End. Once surveys are submitted, all hospitals must validate and affirm the accuracy of the data that was submitted.



HOT TIP of the year - Mergers and Acquisitions

Mergers and acquisitions can sometimes be difficult to manage for both the hospital and WHAIC. There are a lot of changes that can make it difficult to understand the steps required to submit your data.

A few key tips to keep in mind:

- Did the change happen during the current WHAIC survey submission year? Meaning, in October we opened the surveys for 2020 submissions – did the change happen before or after this submission timeframe?
 - Why? Because we publish 12-months of data and it may be necessary for two different hospital systems or individuals to work together to compile the data.
- Is the Fiscal Year changing or staying the same? Notify WHAIC if the FYE changes.
- New submitters will need to [register](#) for access. For those who need access removed or changed, contact WHAIC.

For more information, refer to the General section of the [Survey FAQ](#) or contact me.

Calendar Reminders

March - June FYE Standard Submission Deadline 12/20/20

March – June FYE Extended Submission Deadline (file online request by deadline) 1/30/21

July - September FYE Standard Submission Deadline 1/30/21

March – June FYE Affirmation Deadline 2/15/21

Watch for an encore of the Annual Survey Training in February.