

2011 AHA ANNUAL SURVEY WALK-THROUGH THE 2011 AHA ANNUAL SURVEY ONLINE

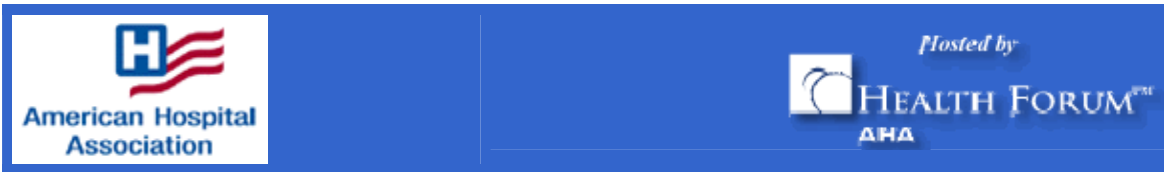
Hello Survey Administrator! Welcome to the step-by-step guide to completing the 2011 AHA Annual Survey online. We hope this information will help you navigate through our online survey and successfully complete the survey for your hospital.

To use our application, we prefer you use at least an Internet Explorer 5.0 (or higher) or a Netscape 6.1.

LOGIN AT: WWW.AHASURVEY.ORG
Login ID's and Passwords are case sensitive.

The logon page has useful information such as how many hospitals are currently participating in the on-line survey and this page will also post updates on the status of the survey site.

Please enter your Login ID and Password and then click on the Login button.



Welcome to the AHA Annual Survey Online. We are very proud to be able to bring you this interactive, intelligent, and user-friendly application that will guide you through completing the AHA Annual Survey. On this page you will find the latest healthcare headlines supplied by Health Forum/AHA publications, testimonials from beta users of the online survey, and general statistics about the status of the survey to date. We hope you will find the online survey easy to use, helpful and informative. If at anytime you have questions, please do not hesitate to contact us at 1-800-530-9092 or via e-mail at surveysupport@healthforum.com. To access your survey online, please login here.

A screenshot of a login form titled 'Please login:'. It contains two input fields: 'Login ID' and 'Password'. Below the fields is a 'Login' button with a small globe icon to its left.

Annual Survey Status

There are currently 133 hospitals participating in the AHA Annual Survey.



TESTIMONIALS

"I would like to take this time to extend my gratitude over the last 4 years to the American Hospital Association for providing such an outstanding online tool. This effort has reduced the reporting burden on Texas hospitals, the Texas Department of State Health Services, the Texas Hospital Association and the American Hospital Association. In addition, this enhancement offers benefits such as instant data verification and real-time reports, and ensures accuracy of data entry before submission. I look forward to working with the American Hospital Association in the future."

- Dwayne Collins, Department of State Health Services, Center For Health Statistics, TX



WHAT'S NEW

- AHA News
- 2011 Walkthrough

NAVIGATING THROUGH THE SURVEY

If you have successfully logged in, you will see the homepage of your hospital's survey. This page has allows you to access different parts of the survey. Additionally this page shows:

- the status of your survey
- whether historical data is available
- the date and time of the last update
- the last person the worked in the survey

The navigational buttons/survey toolbar on the top and left side of the page are links to various sections.

HOME – will direct you to the homepage of your hospital's survey

PDF – allows you to open a PDF of your survey in a separate window and shows any data that is saved.

ADMIN – two sections allow viewing of authorized staff and change of password or adding of additional staff. (Please choose a password with a minimum of five characters and/or numbers.)

HELP – online survey instructions

LOGOUT – allows you to logout

BUTTONS A-F – Sections A-F of the AHA survey can be accessed by the top or side buttons or links in the middle of the page.

PRINT – this link takes you to the print page where you have the option to print a Current year or Prior year's survey or a copy of the Glossary. (PDF Format is recommended)

REPORTS – the reports are available once your survey is submitted. There are four reports: Trend, Peer, Summary and Profile.

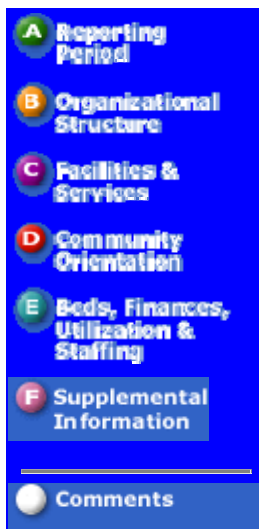
COMMENTS – this link at the very bottom in the blue margin, will allow you to add any additional comments regarding the data you have entered.



Your Hospital (600022)

Hello Survey Administrator,

Here is the status of your survey. The survey is new, and was created on 2/12/2012 12:00 PM. (Historical reference is available.)



A. Reporting Period

B. Organizational Structure


C. Facilities and Services

D. Community Orientation

E. Total Facility Beds, Utilization, Finances & Staffing

F. Supplemental Information

Norton/Symantec users please click here.

ENTERING DATA - The flow of the survey allows you to start at any section. To begin at the beginning of the survey, click on 'START' button on the bottom of the homepage , OR button 'A' on the top toolbar to access the first page.

If historical data is available, it is shown in brown under each applicable question (this applies for each section of the survey). In section's 'B' and 'C', you are allowed to 'fill with last year's data' by selecting the link that reads the latter. Section 'C' has multiple pages, so this selection should be made for each individual page of that section.

Once you are in the survey, you are on a timer. If you are stagnant within the application, after one hour, you will receive a five-minute warning and will then be consequently timed out. So remember to save your data as you enter it. If you don't have time to complete the entire survey at one time, you can save your work in any section of the survey, logout, and login later to edit or complete.



'BACK' and 'SAVE' vs 'SAVE AND VALIDATE' - At the bottom of every survey page you will see the buttons 'BACK', 'SAVE' and 'SAVE AND VALIDATE'.

The 'BACK' button will take you back to the last page you visited after starting the survey. You will be prompted to confirm that your data will not be saved when selecting this option.

After you enter in data and press 'SAVE' your data will be saved, and the status of that section or page will show as 'In Progress'. You will also be advanced to the next survey page.

Clicking "SAVE AND VALIDATE" will save your data as well as check your data for errors. Additionally, when 'SAVE AND VALIDATE' is chosen, your responses to the questions will be compared to historical data on our file to determine conflicting responses to last year's submission. Also, if errors occur, you are given the option to correct the error 'now' or 'later'. If there are no errors, or if you have corrected all errors, then the status of that section or page will show as 'Complete'. To complete and submit the survey – all validation errors must be answered/corrected.



Your Hospital (6000222)

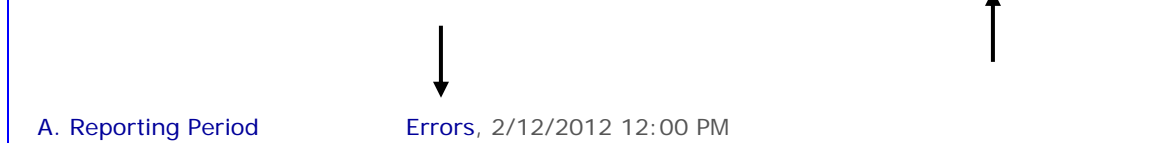
-  Facilities, Services & Beds
-  Facilities & Services A..C
-  Facilities & Services D..H
-  Facilities & Services M..P
-  Facilities & Services R..W
-  Physician Arrangements
-  Insurance Products & Capitation

Section *Facilities and Services* is new, and was created on 2/12/2012 12:00 PM.

Facilities, Services & Beds	New, 2/12/2012 12:00 PM
Facilities & Services A..C	New, 2/12/2012 12:00 PM
Facilities and Services D..H	New, 2/12/2012 12:00 PM
Facilities and Services M..P	New, 2/12/2012 12:00 PM
Facilities and Services R..W	New, 2/12/2012 12:00 PM
Physician Arrangements	New, 2/12/2012 12:00 PM
Insurance Products and Capitation	New, 2/12/2012 12:00 PM

ERRORS – The homepage of your survey will show if you have errors. You can correct the errors by clicking on the word ‘errors’ which is in red in the sentence that states that status of your survey (this link shows you errors for the entire survey), or you can click on the word ‘errors’ next to the section of the survey reflecting so. Once you are on the error page, you have the opportunity to correct the errors, by clicking the link ‘correct now’, go to the next survey page by clicking ‘correct errors later’, or going back to the survey page you just completed which has errors by clicking ‘back to survey page’.

Here is the status of your survey. The survey was started on 2/12/2012 12:00 PM, last updated on 2/12/2012 12:00 PM by John Smith, is incomplete, and has **errors**. (Historical reference is available.)



Your Hospital (6000222)

The following errors have occurred during validation:

Reporting Period

We are looking for information for your fiscal year 2011. These dates are not valid reporting dates -- please re-enter. [Ref. #245313]

[correct now](#)

[back to survey page](#)

[correct errors later](#)

SUBMITTING YOUR SURVEY - After you have completed your survey (filled in all the data and corrected all errors) you can now click on the ‘submit survey’ box on your homepage. If you fill in your data all at once, you are automatically directed to the submit page. Instructions listed on this page. Check the ‘check to complete’ box next to every section of the survey listed and then click on the ‘submit survey’ button at the bottom of the screen. You will then receive a pop-up box asking you to confirm that you wish to submit. Click ‘ok’ and your survey will be submitted and you will be redirected to the homepage of your survey. You should now see that every section of your survey has been submitted.

REPORTS - Once your survey is submitted, you can now access the reports for your facility by clicking on ‘REPORTS’ in the top survey toolbar.

CHANGES TO DATA - If you need to make changes after your survey has been submitted, please contact survey support for assistance.

We hope your online experience is easy. If you have any questions, you may contact us via our survey support help-line at (800) 530-9092 or at surveysupport@healthforum.com.

THANK YOU FOR YOUR PARTICIPATION!