![American Hospital Association - Advancing Health in America]

2023 AHA ANNUAL SURVEY
WALK-THROUGH THE 2023 AHA ANNUAL SURVEY ONLINE
Link: www.ahasurvey.org

Hello Survey Administrator! Welcome to the step-by-step guide to completing the 2023 AHA Annual Survey online. We hope this information will help you navigate through our online survey and successfully complete the survey for your hospital.

SSO (Single-Sign-On)
This year's login process is different from last year – you don't need your AHA Identifier. If you already have an AHA login/password, please click here to login and access the survey, and If you do not have an AHA login/password, please click here to create one and access the survey
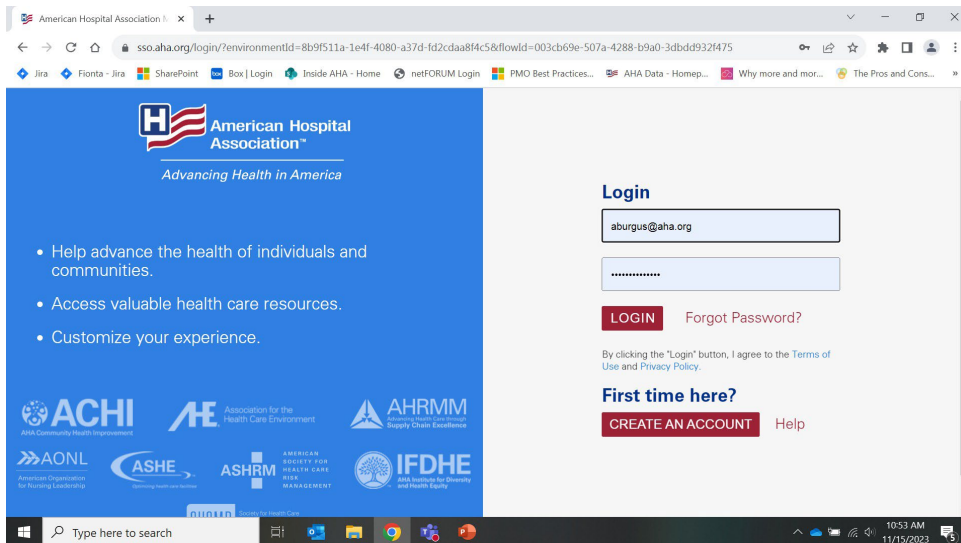
Creating An Account

Step 1
Click the "Register/Login" button at the top of the page. From the login page, click the "Create an Account" button.

Step 2
Enter your email address. If an account already exists with that email address, you will be prompted to click "Forgot Password" to reset your password. Otherwise, you will be directed to the next step.

Step 3

If you are employed by a hospital or health system, please link your account to your organization's record. If your organization is a member, this will confer your organization's member permissions on your account so that you may access members-only online resources.

There are two ways to find and link to your organization: through your email domain or zip code search.

Email match: If the domain name of your email matches a hospital or health system in AHA's database, the name of an organization will be displayed. Click "Link my user account to this organization" if the organization is correct.

We've Searched for Your Account

ⓘ We've found possible matches in AHA's records that match your email. Please link to your organization below for appropriate access to our website.		
ORGANIZATION	**ADDRESS**	
AHA (Member)	American Hospital Association 155 N Wacker Dr Ste 400 Chicago, IL 60606-1719	Link my user account to this organization

Search by zip code: Click the "Searching for your organization by its zip code" button, and type in the organization's zip code. Find your organization in the list and click the "Link my user account to this organization" button.

ORGANIZATION	ADDRESS
	No organizations were found in AHA's records that match your email. Try:
	Searching for your organization by its zip code
	Or, if your organization is not a member:
	Continue with no organization affiliation

What if I can't find my organization?: If you do not work for a hospital or health system, your organization might not be in AHA's database. If your employer's record is not found, click "Continue with no organization affiliation." You will be able to manually enter an organization during the next step.

ORGANIZATION	ADDRESS
	No organizations were found in AHA's records that match your email. Try:
	Searching for your organization by its zip code
	Or, if your organization is not a member:
	Continue with no organization affiliation

Step 4

Complete the account creation form by entering your contact information. Choose a password and click the "Create Account" button at the bottom of the page.

NAVIGATING THROUGH THE SURVEY
If you have successfully logged in, you will see the homepage of your hospital's survey. This page has allowed 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 that worked in the survey

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

Home – it will direct you to the homepage of your hospital's survey.
- **How to Navigate back to the list of hospitals**
  - *You will go into "Admin" then click "Home". this would take you back to your list of hospitals*
  -

Admin- section allowing view of authorized staff(helpers) to help aid with the survey and create additional staff(helpers)

Help – online survey instructions and the Annual Survey Walkthrough

Logout – allows you to logout. this feature can be accessed by clicking on the taker's name. You will be instructed to confirm that you are logging out of the survey.
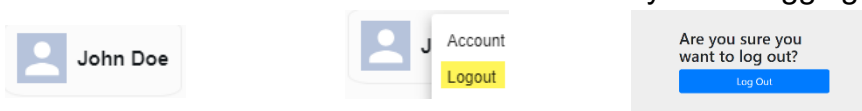
Left Pane Links Sections A to G - The AHA Annual Survey can be accessed by the side links in the left pane by clicking on any of the blue buttons. When you click that, you will see a page number(s) come down by clicking on any section. With this function, you will be about to scroll up and down to find what page of that section. You can take the page level further by clicking the page button. This will bring up all the questions that are within the page in the section. When you click on the question, it will navigate the screen to the specific questions.
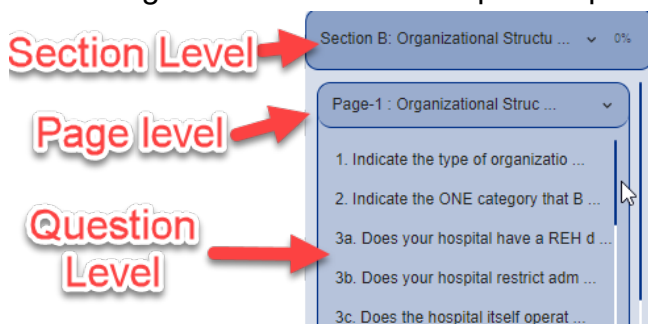
Print– this link takes you to the print page where you have the option to print a Current year or Prior year's survey or a copy of the Glossary. (PDF Format is recommended)

ENTERING DATA - The flow of the survey allows you to start at any section.

To begin at the beginning of the survey, click on 'LET'S START' button on the

bottom of the homepage [LET'S START] , OR button 'A: Reporting Period' on the top

toolbar to access the first page.

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.

Please only enter in numbers when asked for numerical information because characters such as: the dollar sign, percent sign, star, ampersand, caret, comma, parenthesis and bracket
$ % * & ^ ,)] < are not recognized in our system.

HISTORICAL REFERENCE – Refers to receipt of last year's 2022 annual survey submission.

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.

'BACK' and 'SAVE & CONTINUE' 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 & CONTINUE'' 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.

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'.

On some error pages you may have three options to validate: 1.) change your response, 2.) give an explanation or 3.) confirm your response by checking the box indicated. Please only choose one of these options to validate your response.

Validation Rules Flow
1. User clicks Save & Validate.
2. The page rules are run. If there are errors, those errors are displayed to the user.
3. If there are no page errors:
    a. If all the pages in the section are complete, the section rules are run. If there are section errors, those are shown to the user.
    b. If all the pages in that section are not complete, take the user to the next incomplete page in that section.
4. If the section rules were run:
    a. If there were section errors, those errors are displayed to the user
    b. If there weren't any section errors for that section, but all of the sections are not complete yet, take the user to the next existing set of errors (page or section-level) (e.g. section A is now complete, but section B has errors, so take the user to the section B errors).
5. If all of the sections are now complete, run the survey-level rules:
    a. a. If survey-level errors exist, display those to the user.
    b. b. If no survey-level errors, and there is no supplement or the supplement is complete, take the user to the survey landing page.
    c. c. If no survey-level errors and there is a supplement and it is not complete, take the user to the supplement.

Print - You can print a copy of your current online survey at any point in the survey process. Also, if historical reference is available, you can also retrieve a copy of last year's submission by clicking on the dropdown button. It will be located under the current year "2023". When printing the survey, you will have options to print the full survey or by each section of the survey.

Glossary printing is located below the "Print Survey" in the Print tab.

Setting Up the Print Style – Please follow the steps to set up your print for the Annual Survey.

For Chrome, Version Chrome 114.0.5735.134 (Official Build) (64-bit) automatically set to a scale of 50%, if not then follow the instructions below.

1. Go to <mark>print</mark>
2. Select survey year
3. Select entire survey.
4. Click <mark>print</mark> to right next to back button.
5. Go to advance (More) setting
6. Select Custom
7. Select <mark>Scale</mark>
8. Set <u>print</u> to <mark>50%</mark>
9. Push Print

Helper Creation (Admin)

Helper Creation is a new feature to the 2023 American Hospital Association Annual Survey. This feature allows the administrator to assign certain sections of the American Hospital Association Annual Survey to other people to complete or fill out. To get to the Admin page with the survey, start by clicking on the Admin button located in between the help and print buttons.
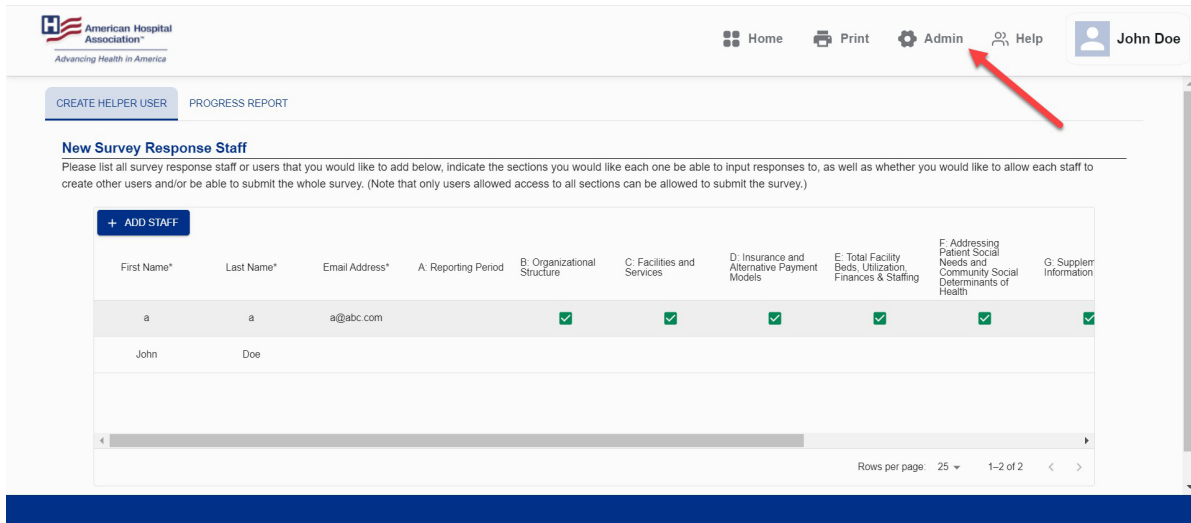
Administrators want to add a helper click on the blue button that says "+ Add Staff". this will display an empty row in the grid view. It is mandatory to put in their first name, last name, and email address. Once the contact information is put in, you can choose which section of the survey that person can have access to fill out information for.
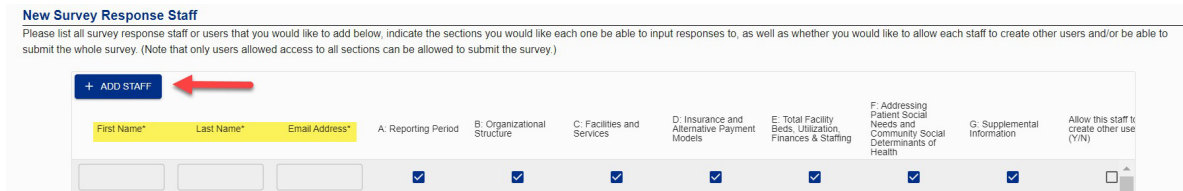
As an Administrator you can give this person the power to make new helpers and even submit your on behave as well. Just select the empty checkboxes. Once you are done filling out your helper hit the save icon 🖫 to save the help information.

When the save icon is hit ,the help would receive an email notification with a link to have them registered using the SSO that is located at the beginning of this document.

Filing List - this is a feature that will allow go back to your list of hospital if you are assigned to more than one hospital.

By clicking on Filing List, it will redirect you to all the hospital that you are available to help or take.

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.

- A submit survey box will not appear to all sections are listed as completed.

- Once all sections appear green and completed, a submit survey box will appear.

- Select submit survey, this will take you to a page where you can review your entire survey (see below).

- If your survey looks correct, you can hit submit in the top right corner of your screen.
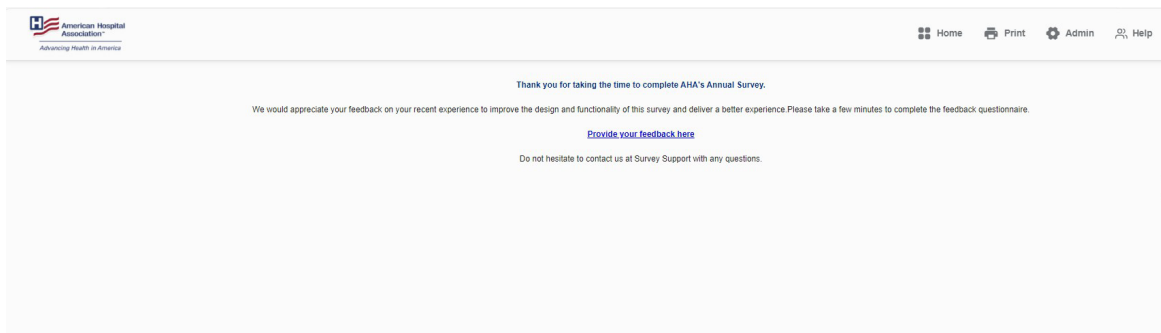
- A confirmation screen will appear to confirm your submission, you will also receive an email confirmation of a successful submission.
  - The email confirmation screen would say (see below)

  Thank you for completing the 2023 AHA Annual Survey. Your survey has been accepted. We appreciate the time and effort you have put into its completion.

  We appreciate your participation in the survey and hope this information will be useful to you. If you have not already done so, please print a copy of your completed survey for your file. If you have any questions or comments please feel free to provide us your feedback. Click here Again, thank you.

  American Hospital Association

- On the submit screen you will also see a link; this link will take you to the feedback questionnaire.
  - This is a brief questionnaire to tell us about your experience with the updated platform.

CHANGES TO DATA - If you need to make changes after your survey has been submitted, please contact survey support for assistance. *Additionally, any relevant data saved in the system after the fielding period will be used as a final submission.*

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@aha.org.

THANK YOU FOR YOUR PARTICIPATION!