

ATTACHMENT B-2: AHRQ Hospital Survey on Patient Safety Culture Comparative Database, Supporting Statement B-- Screen shots of Hospital SOPS Data Submission Web Site Information Collection Forms

Figure 1: Login page of the secure data submission web site. Users register by clicking “Click Here To Register Now.”



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**HOSPITAL SURVEY ON PATIENT SAFETY CULTURE
COMPARATIVE DATABASE**

Welcome to the Hospital Survey on Patient Safety Culture Data Submission System

In response to interest from hospitals using the Agency for Healthcare Research and Quality (AHRQ) Hospital Survey on Patient Safety Culture, AHRQ has established the Hospital Survey on Patient Safety Culture Comparative Database as a central repository for survey data from hospitals that have administered the AHRQ patient safety culture survey instrument. Hospitals can compare their patient safety culture survey results to those of other hospitals in support of patient safety culture improvement efforts. The Database provides average scores and percentiles on the survey items and composites to help hospitals assess their own results to identify strengths and opportunities for patient safety culture improvement. To serve your needs better, suggestions are welcomed for new features or for improving the site. Suggestions can be sent to databasesonsafetyculture@ahrq.hhs.gov.

[CLICK HERE TO REGISTER NOW](#)

Please login to access this web site

Username:

Password:

[Forgot your Password?](#)

[LOG IN](#) [RESET](#)

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Figure 2: Main page/menu of secure data submission web site

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COMPARATIVE DATABASE**

Main Menu | [1: Site Information](#) | [2: Submit Questionnaire](#) | [3: Download Data Use Agreement](#) | [4: Submit Data File](#) | [5: Submission Status](#) | [Logout](#)

Account: [Dummy / Test User - Westat](#) [Return to Admin](#) [Contact Us](#)

Main Menu

- [Step 1 - Enter hospital information](#)

Enter all the required characteristics for each participating hospital prior to submitting a data file.
- [Step 2 - Submit HSOPS questionnaire](#)

Upload and link a HSOPS questionnaire for each hospital. An e-mail will be sent once the questionnaire is reviewed by Westat.

NOTE: Your questionnaire will not be approved if.

 - You made major changes to any of the questionnaire item text.
 - You re-order items A1-F11.
 - You added new questions which are NOT at the end of the questionnaire.
 - You are missing questions from a patient safety composite.
- [Step 3 - Download Data Use Agreement](#)

Each hospital or hospital system must submit a signed Data Use Agreement. Vendors and QIOs can not sign data use agreements for hospitals or hospital systems.

 - [Hospital Data Use Agreement](#)

Hospital systems representing multiple hospitals are required to list all hospitals the signed Data Use Agreement covers.
- [Step 4 - Submit Data file for review and approval](#)

Upload data files for each hospital that administered the HSOPS survey. The data file must be in Excel format. Please follow data specifications accordingly.

Specifications

 - **NEW:** [Excel Specification](#)

Sample Excel File

 - [Example Excel Data File](#)
- [Step 5 - Submission status](#)

View the current submission status of each hospital in your account. Westat will review the Data Use Agreement, Hospital Information, Questionnaire and Data File reports and assign a final approval or rejection status. You will be notified by email of the final status of the submission.

If your hospital(s) is a trending hospital, please click on step 5 and complete the patient safety initiative form for each trending hospital that you are submitting data for.

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Figure 3: Submit questionnaire and link questionnaire to hospital(s).

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Account: **Westat - Dummy Hospital** [Return to Admin](#) [Contact Us](#)

To Upload Questionnaire:

1. Click 'Browse' to locate the questionnaire file for upload.
2. Click 'Upload Questionnaire' to submit Questionnaire.
3. If you are submitting data for more than one site and different questionnaires were used, then you may upload each version and link them to the appropriate site(s).

View and Link Questionnaires:

1. View the list of uploaded questionnaires and make sure that the questionnaires are linked to the appropriate hospital(s).
2. You can link one questionnaire to more than one hospital by clicking "View and Link Questionnaire".

VIEW AND LINK QUESTIONNAIRE

Upload Questionnaire:

File Path:

Note: Acceptable file formats are .doc, .wpd, .pdf, or .rtf.

Figure 4: Upload data for each participating hospital

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Instructions:

- To begin submitting data file, click next to the hospital you are submitting data for.
- View [data specifications](#), [data use agreement](#), and [sample data file](#).

Page 1 of 1 (Total number of records: 1)

Site Name	Medicare Provider ID	Month of Data Collection Completion	Year of Data Collection Completion	Data File Name	Total Records	Status
Site Name: Dummy Hospital (111111)						