Attachment K: Nursing Home Submission Home Page

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NURSING HOME SURVEY ON PATIENT SAFETY CULTURE
Comparative Database

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Training Video

Step 1: Enter Nursing Home Site Information

Enter all the required characteristics for each participating site. You can upload nursing home site information in one of two different ways.

- Enter nursing home site information one at a time on the Web site.
- Enter nursing home information for multiple sites at the same time in an Excel spreadsheet.
  - Specifications are available here: Excel Specifications (PDF, 157 KB, PDF HELP)
  - Sample Excel File is available here: Sample Excel Data File (XLSX, 10 KB)

Step 2: Submit Nursing Home SOPS Questionnaire

Upload a copy of the questionnaire administered in each site. If you are using a Spanish version of the questionnaire, please upload your Spanish questionnaire. An email will be sent once the questionnaire is reviewed by Westat. Please allow 3 business days for review.

NOTE: Your questionnaire will not be approved if:

- You made changes to any of the questionnaire item text and response options.
- You reordered questionnaire items A1 – E2.
- You added new questions between items A1 and E2 and did not add new questions at the end of the questionnaire after Section E, before the demographic questions in Section F.

Step 3: Submit Data Use Agreement

Each nursing home or nursing home system/chain must submit a signed Data Use Agreement. Vendors and QIOs cannot sign data use agreements for nursing homes or nursing home systems/chains.

- Nursing Home Data Use Agreement (PDF, 135 KB, PDF HELP)

NOTE: Nursing home systems/chains are required to list all nursing homes the signed Data Use Agreement covers.

Step 4: Submit Respondent Level Data File(s)

Once your questionnaire is approved, you will be given a choice to upload either one data file for EACH nursing home or to upload one data file for multiple nursing homes that you are submitting data for. Either way, the data file MUST be in Excel format and follow the data specifications.

- Specifications are available here: Excel Specifications (PDF, 153 KB, PDF HELP)
- Sample Excel File is available here: Sample Data File (XLSX, 13 KB)

Step 5: Submission Status

View the current submission status for each nursing home. The Data Use Agreement, Nursing Home Information, Questionnaire(s), and Data File(s) submitted will be reviewed and assigned a final approved or not approved status. You will also be notified by e-mail of the final status of the submission.