**Figure 1:** Submit questionnaire and link questionnaire to medical office(s)

**Questionnaires**

[[Add Template](https://www.sops-database.org/nursinghome/Project/UploadQuex.aspx)Upload a questionnaire](https://www.sops-database.org/nursinghome/Project/UploadQuex.aspx)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| << Previous | Next >> Records: **1** | | | |  |
|  | | |  | | --- | | **Status** | | |  |  | | --- | --- | | **Date Received** | Sorted by (Date Received) Desc | |  |  | | https://www.sops-database.org/nursinghome/common/images/shim.gif | | | |  | | --- | | **File Name** | | |  | | --- | | **Number of Sites using this Questionnaire** | |
|  | |  |  |  |  |

Note: Acceptable file formats are .doc, .docx, .wpd, .pdf, or .rtf.   
Please select a file. File must be a .xls or .xlsx file. Acceptable file formats are .doc, .docx, .wpd, .pdf, or .rtf.

Language

|  |
| --- |
| English |
| Spanish |
| Other |

Select the sites that used this questionnaire   [Check All](javascript:__doPostBack('ctl00$ContentPlaceHolder1$CheckAll',''))   [Uncheck All](javascript:__doPostBack('ctl00$ContentPlaceHolder1$UncheckAll',''))

|  |  |  |
| --- | --- | --- |
| **Select** | **Site Name** | **State** |
|  | Medical Office A | IL |
|  | Medical Office B | IL |

**Figure 2:** Upload data for each participating medical office

**One at a time**

# Submit Survey Data File(s)

Instructions:

* Once your questionnaire is approved you can begin submitting your data file(s). Select "Submit Data File" next to the medical office you are submitting data for to upload your file(s).
* View [data specifications](http://sops3-tst.westat.com/Public/Documents/Survey_Data_File_Nursing_Home_Specifications.pdf). ([PDF](http://sops3-tst.westat.com/Public/Documents/Survey_Data_File_Nursing_Home_Specifications.pdf), 153 KB, [PDF HELP](http://sops3-tst.westat.com/PDFHelp.aspx))
* View [sample data file](http://sops3-tst.westat.com/Public/Documents/NHSOPS_SAMPLEDATAFILE.xlsx) ([XLSX](http://sops3-tst.westat.com/Public/Documents/HSOPS_SAMPLEDATAFILE.xlsx), 13 KB)

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| << Previous | Next >> Records: **1** | | | | | | | | | |  |
|  | | |  |  | | --- | --- | | **Submit** | Sorted by (Submit) Asc | |  |  | | http://sops3-tst.westat.com/common/images/shim.gif | | | |  | | --- | | **Status** | | |  | | --- | |  | | |  | | --- | | **Site Name** | | |  | | --- | | **Denominator** | | |  | | --- | | **End Month** | | |  | | --- | | **End Year** | | |  | | --- | | **Current Data File** | | |  | | --- | | **Current Data File Status** | | |
| 1. | | [**Submit data file**](http://sops3-tst.westat.com/Project/UploadFile.aspx?id=124)  Site already has an accepted data file. | Pending |  | Medical Office A | 200 | 11 | 2010 |  |  | |

**All at once**

Instructions:

* Upload survey data file for multiple medical offices. Site IDs must match those in the Site-Level data file.
* Select 'Browse' to locate the data file.
* Select 'Next'.

**(Step 1 of 2)**

**Submit Data: Select file**

Note: Only Excel files are acceptable (valid file extensions are .xls and.xlsx).