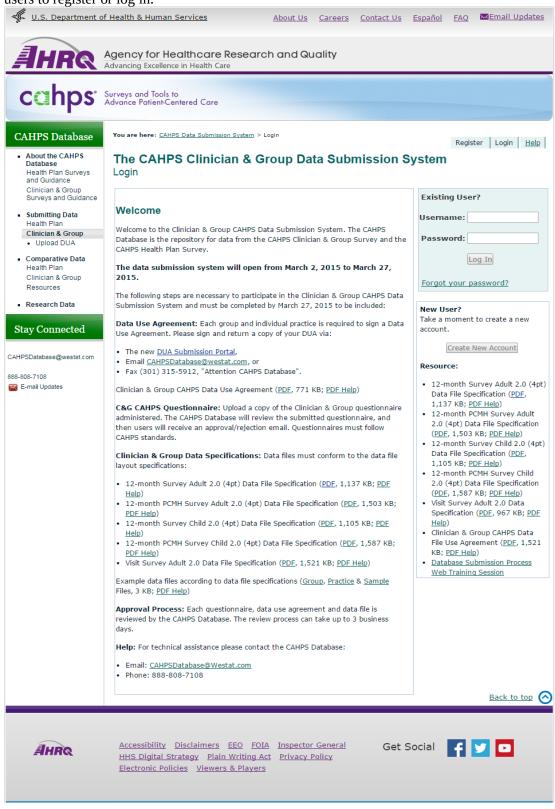
**Figure 1. Public/Login or Registration Page** – Provides submission information and a link for users to register or log in.



**Figure 2 Registration** – The registration process is a two step process. First, participants are requested to enter their contact information, identify their role, as a group, practice site or vendor. The second step requires the user to create a unique ID and password. Based on this information, the database submission system automatically sends an email to have them confirm the email address. After confirming the email the account is approved by the system.

Registration Step 1: Provide information Public reporting burden for this collection of information is estimated to average 5 minutes per response, the estimated time required to complete registration. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: AHRQ Reports Clearance Officer Attention: PRA, Paperwork Reduction Project (0935-XXXX) AHRQ, 5600 Fishers Lane, #07W41A, Rockville, MD 20857. CAHPS Database Register Login <u>Help</u> About the CAHPS The CAHPS Clinician & Group Data Submission System Form Approved OMB No. 0935-XXXX Exp. Date XX/XX/20XX Health Plan Surveys Account Registration and Guidance Clinician & Group Surveys and Guidance Please provide the following information to register for an account: Submitting Data Health Plan \*Organization Name: Clinician & Group \*First Name Upload DUA \*Last Name Comparative Data Health Plan Title Position: Clinician & Group \*Address 1: Resources Address 2: Research Data \*City: \*State: --Select a state--Stav Connected \*Zip Code: \*Telephone number: ( Ext.: CAHPSDatabase@westat.com Fax number: ( \*Email Address: 888-808-7108 E-mail Updates \*Organization Type: --Select Organization Type • \* = Required Field Next Back to top

Registration Step 2: Create Username and Password Cohps' Surveys and Tools to Advance Patient-Centered Care You are here: <u>CAHPS Data Submission System</u> > Register CAHPS Database Register Login Help About the CAHPS Database The CAHPS Clinician & Group Data Submission System Form Approved OMB No. 0935-XXXX Exp. Date Health Plan Surveys and Guidance Account Registration Clinician & Group Surveys and Guidance Create User Name: Create Password: Submitting Data Confirm Password: Health Plan
Clinician & Group

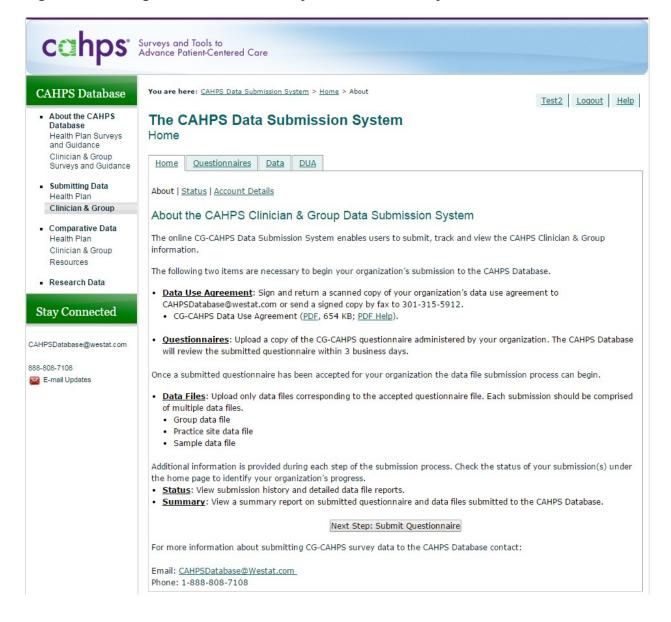
Upload DUA Password Requirements: Comparative Data Health Plan Passwords must be at least 8 characters in length and contain at least one character from each of the following categories: Clinician & Group Uppercase letter Resources · Lowercase letter Number Research Data Non-alphanumeric character Previous Create User **Stay Connected** 

Back to top

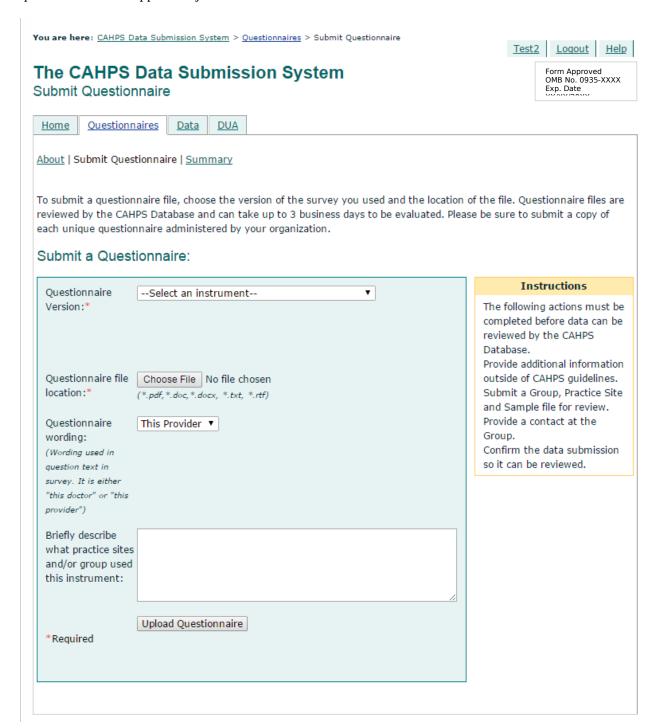
CAHPSDatabase@westat.com

888-808-7108 E-mail Updates

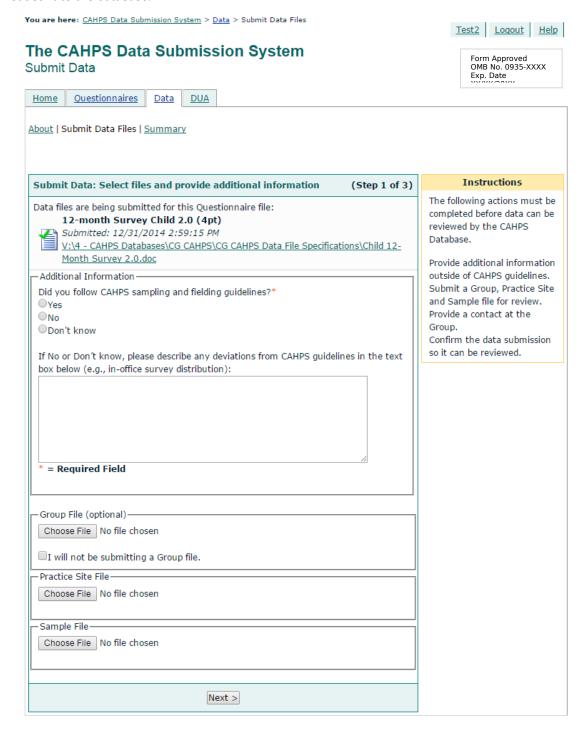
**Figure 3. Home Page.** Outlines each of the steps for data submission process.



**Figure 4. Submit Questionnaire -** Users upload questionnaire documents in MS Word (doc), Adobe Acrobat (pdf) Text (txt) or Rich Text Format (rtf) format to the submission system and identify which type of questionnaire they are submitting. System administrators then review questionnaires and approve/reject the submitted document.



**Figure 5. Submit Data File Page** – Users upload data files from their local computer. Each file submitted requires information about how the survey was administered. Information such as mode of administration, response rate, fielding period and number sampled are required to complete the submission. Uploaded files are evaluated in real-time to ensure they meet the basic required format. If not, users receive immediate feedback. Once a file is accepted, the data file is loaded it to the database.



**Figure 7. View Submission Status** – Users can view the status of their account at any time during the submission process for all submissions in their account.

You are here: CAHPS Data Submission System > Data > Summary Test2 Logout Help The CAHPS Data Submission System **Data Summary** <u>Home</u> Questionnaires **Data** DUA About | Submit Data Files | Summary The status of each submission is displayed below. If no data files have been submitted there may be no records shown. << Previous | Next >> Records: 19 Status Date v Group File Practice File Sample File Status Ouestionnaire V:\4 - CAHPS Databases\CG CAHPS\CG CAHPS Data File 1/7/2015 Confirmed Specifications\Child 12-Month Survey PCMH 2.0.doc Passed Passed Passed 3:16:34 PM Visit Survey Adult 2.0 V:\4 - CAHPS Databases\CG CAHPS\CG CAHPS Data File 1/7/2015 2. Confirmed Specifications\Child 12-Month Survey PCMH 2.0.doc Passed Passed Passed 2:56:47 PM 12-month PCMH Survey Child 2.0 (4pt) V:\4 - CAHPS Databases\CG CAHPS\CG CAHPS Data File 1/7/2015 3. Confirmed Specifications\Child 12-Month Survey PCMH 2.0.doc Passed Passed Passed 2:34:44 PM 12-month PCMH Survey Child 2.0 (4pt) V:\4 - CAHPS Databases\CG CAHPS\CG CAHPS Data File 1/7/2015 <u>Awaiting</u> Specifications\Child 12-Month Survey PCMH 2.0.doc 4. Passed Passed Passed Confirmation 2:33:17 PM 12-month PCMH Survey Child 2.0 (4pt) V:\4 - CAHPS Databases\CG CAHPS\CG CAHPS Data File 1/7/2015 Specifications\Child 12-Month Survey 2.0.doc 5. Confirmed Passed Passed Passed 2:32:52 PM 12-month Survey Child 2.0 (4pt) V:\4 - CAHPS Databases\CG CAHPS\CG CAHPS Data File 1/7/2015 Specifications\Child 12-Month Survey PCMH 2.0.doc 6. Confirmed Passed Passed Passed 11:19:49 AM 12-month PCMH Survey Adult 2.0 (4pt) V:\4 - CAHPS Databases\CG CAHPS\CG CAHPS Data File 1/7/2015 Specifications\Child 12-Month Survey 2.0.doc 7. Confirmed Passed Passed Passed 11:08:43 AM 12-month Survey Adult 2.0 (4pt) V:\4 - CAHPS Databases\CG CAHPS\CG CAHPS Data File 1/5/2015 Specifications\Child 12-Month Survey PCMH 2.0.doc 8. Failed Errors Passed 11:35:50 AM Visit Survey Adult 2.0 V:\4 - CAHPS Databases\CG CAHPS\CG CAHPS Data File 1/5/2015 9. Specifications\Child 12-Month Survey PCMH 2.0.doc Passed Passed Failed Errors 11:26:13 AM Visit Survey Adult 2.0 V:\4 - CAHPS Databases\CG CAHPS\CG CAHPS Data File 1/5/2015 10. Specifications\Child 12-Month Survey PCMH 2.0.doc Incomplete Passed Passed 11:25:41 AM Visit Survey Adult 2.0 V:\4 - CAHPS Databases\CG CAHPS\CG CAHPS Data File 1/5/2015 Specifications\Child 12-Month Survey PCMH 2.0.doc 11. Errors Passed Passed Failed 11:00:15 AM 12-month PCMH Survey Child 2.0 (4pt) V:\4 - CAHPS Databases\CG CAHPS\CG CAHPS Data File 1/5/2015 Specifications\Child 12-Month Survey PCMH 2.0.doc 12. Incomplete Passed 10:44:01 AM 12-month PCMH Survey Child 2.0 (4pt) V:\4 - CAHPS Databases\CG CAHPS\CG CAHPS Data File 1/5/2015 13. Specifications\Child 12-Month Survey 2.0.doc Failed Errors Passed 10:03:04 AM 12-month Survey Child 2.0 (4pt) V:\4 - CAHPS Databases\CG CAHPS\CG CAHPS Data File 1/5/2015 14. Errors Specifications\Child 12-Month Survey 2.0.doc Passed Passed Failed 10:03:02 AM

12-month Survey Child 2.0 (4pt)