Click the **[Cancel]** button at any time to return back to the Facility Details page. Your edits will not be saved.

8.4 Surveys in Progress

The Surveys in Progress list shows all the current surveys for your facility. Each line shows the survey ID, type of survey, due date, status, when the survey was last opened, and available actions that can be performed by your role. Each action is further described in the subsequent section.

Figure 52: Representative Sample of the Surveys in Progress Column

8.4.1 Start a Survey

Click the **[Start Survey]** button to begin completing a Survey. You will then navigate to the CSAT Survey Application.

Figure 53: Click Start Survey Button to Begin a CSAT Survey

8.4.3 Update Survey

You may update your submitted survey to DHS at certain points of the CFATS progress. Below is the list of conditions of when you may update your survey.

Top-Screen: You may update this survey at any time after you submitted an initial Top-Screen.

SVA/SSP Survey: You must update the SVA/SSP or SVA/ASP survey when directed by DHS. When your facility is reviewed, and approved by DHS you may update your survey after 90 days.

SVA/EAP Survey: You may update the survey after the facility is self-certified and DHS approves the update request.

The **[Update]** button appears only when your facility meets the conditions listed above.

Click the **[Update]** button to change or edit answers in a survey. The button for each survey will show the survey you want to update. For example the button shows **[Update Top-Screen]** or **[Update SVA/SSP]** for the Top-Screen and SVA/SSP respectively.
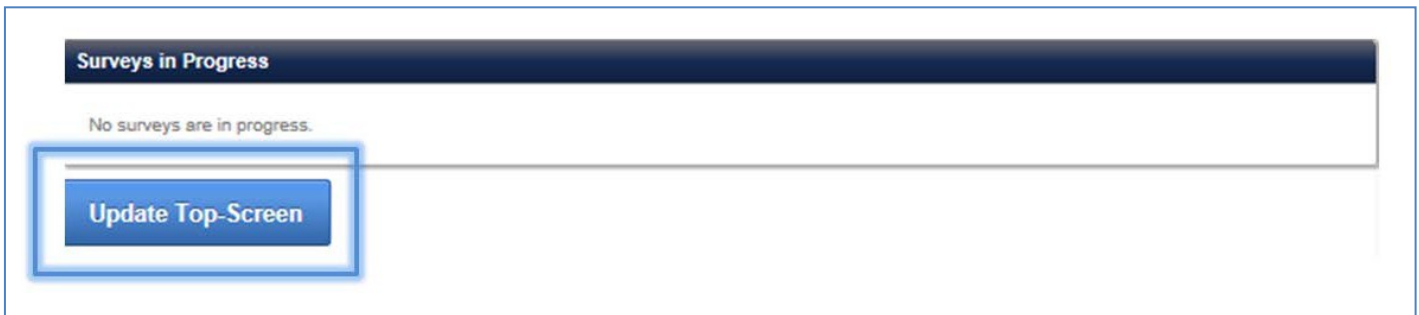

Figure 58: Click the Update Top-Screen to Edit the Top-Screen Survey.

A notification will display describing the process of updating a survey.

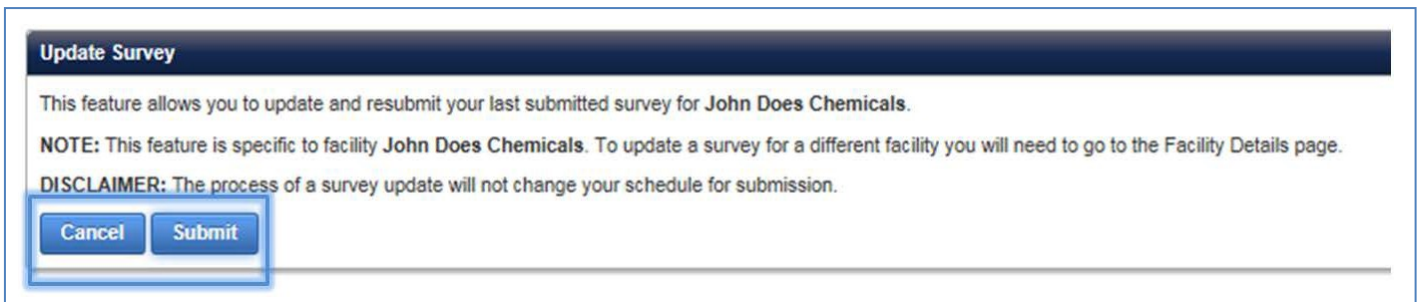Click the **[Submit]** button to continue with the update. Otherwise, click the **[Cancel]** button.

Figure 59: Click Submit to Continue to the CSAT Survey Application and Update Your Survey

Once you submit the request to update your survey, you return back to the Facility Details page. For EAP, DHS must approve the updated request before the EAP upload is available.

Click **[Start Survey]** to continue to the CSAT survey application and edit the necessary information.

Click **[Cancel Update]** if you do not wish to edit the information. You can do this at any time prior to resubmitting the updates. No changes will be saved.
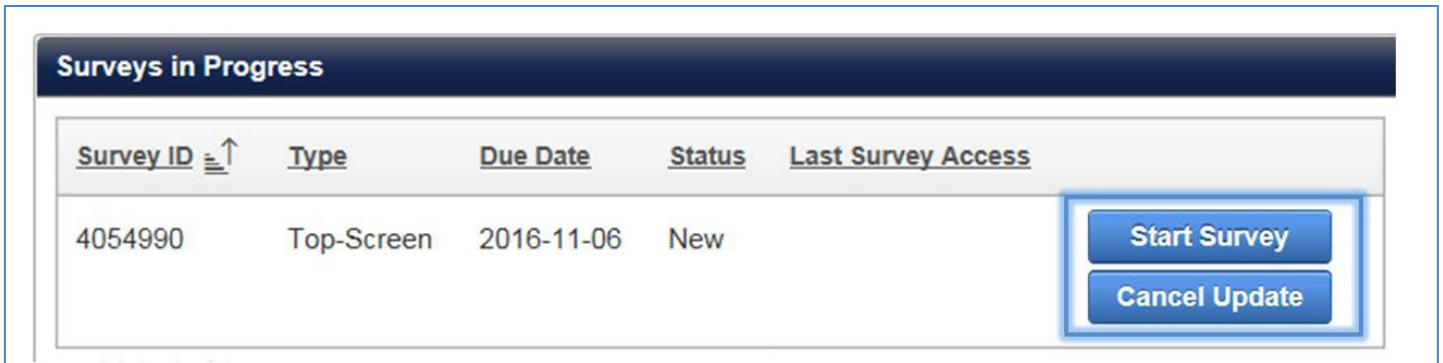

Figure 60: Click Start Survey to Begin an Update to a Survey or Click Cancel Update to Cancel the Action.

NOTE If you requested a SVA/EAP survey update, the survey will not appear in the Survey in Progress until DHS has reviewed and approved the update request.

If you click the **[Cancel Update]** button you must confirm the cancellation.

Click the **[Submit]** to complete the cancellation.

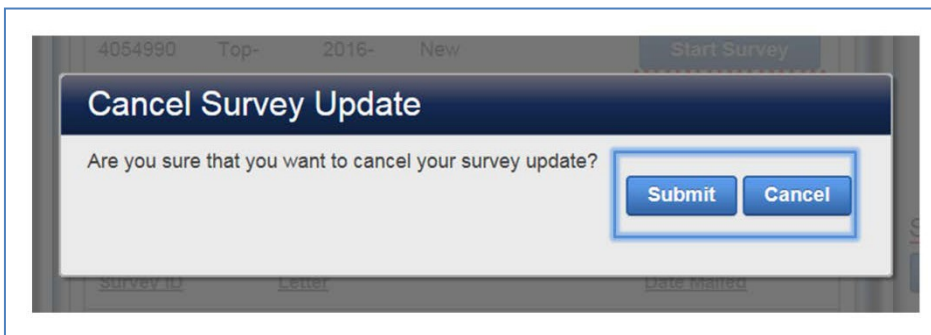Otherwise, click **[Cancel]** to return back to the Facility Details page.

Figure 61: Click Submit to Complete the Update Survey Cancellation.