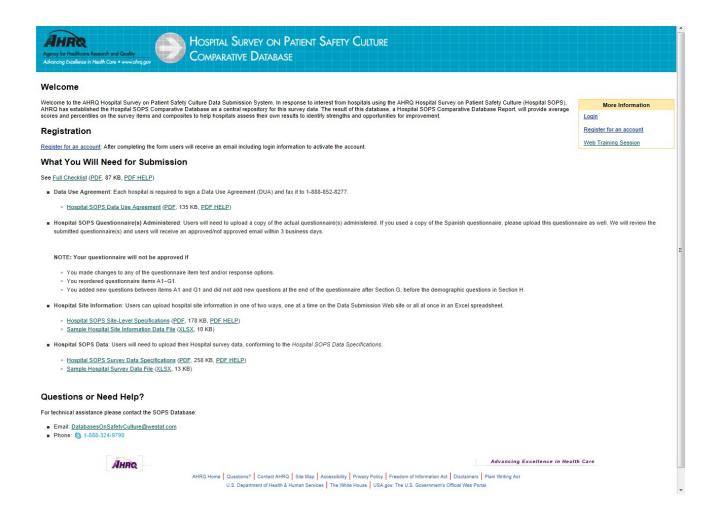
**ATTACHMENT B-2: AHRQ Hospital Survey on Patient Safety Culture Comparative Database, Supporting Statement B--** Screen shots of Hospital SOPS Data Submission Web Site Information Collection Forms

<u>Figure 1</u>: Login page of the secure data submission web site. Users register by clicking "Register for an account."



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



#### 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

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.

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

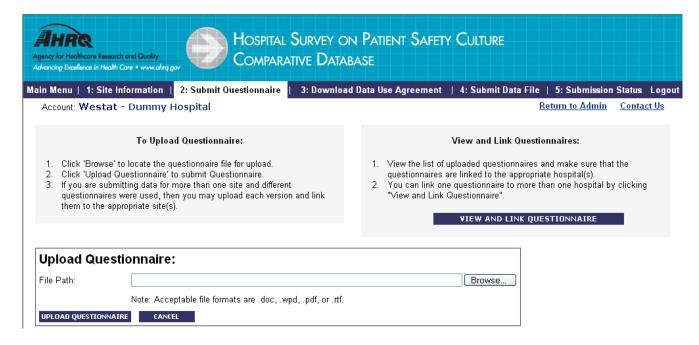


Figure 4: Upload data for each participating hospital

