

AHRQ Hospital Survey on Patient Safety Culture Database, Supporting Statement B

Attachment G: Example Screen Shots of Hospital Survey on Patient Safety Culture Data Submission Web Site Information Collection

Figure 1: Submit Questionnaire and Link Questionnaire to Hospital(s)

Databases

Welcome, Mary

Submitting Data

1. Enter Hospital Site Information
2. Submit Hospital Questionnaire
3. Submit Data Use Agreement
4. Submit Survey Data File(s)

Check Your Submission Status

Your Account

- Change Password
- Edit Contact Information

Questionnaires

Instructions:

- To upload a questionnaire, click on **"Upload a questionnaire"**.
- If you already have an approved questionnaire and you have added or replaced hospitals using the same questionnaire, link your hospitals to the questionnaire by clicking on the file name of the accepted questionnaire below.

Upload a questionnaire

<< Previous | Next >> Records: 0

#	Status	Date Received	File Name	Language	Number of Sites using this Questionnaire
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Search:

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Figure 1: Submit Questionnaire and Link Questionnaire to Hospital(s), continued

The screenshot shows a web interface for submitting a questionnaire. On the left is a navigation sidebar with the following sections: 'Databases', 'Welcome, Mary', 'Submitting Data' (with steps 1-4), 'Check Your Submission Status', 'Your Account' (with links for Change Password and Edit Contact Information), and 'Logout'. The main content area has a header 'Submit Questionnaire: Select file' and a sub-header 'To submit a Questionnaire' with instructions: 'Select the survey version of the questionnaire.', 'Select the language of the questionnaire.', and 'Select "Next"'. Below these are two required fields: '* Survey Version' with a radio button for 'Version 2.0', and '* Language' with radio buttons for 'English', 'Spanish', and 'Other'. A 'Next' button is located at the bottom right of the form. A note at the top states: 'A field with an asterisk (*) before it is a required field.'

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Figure 2: Upload Data for Each Participating Hospital

Databases

Welcome, Soheyla

Submitting Data

1. Enter Hospital Site Information
2. Submit Hospital Questionnaire
3. Submit Data Use Agreement
4. Submit Survey Data File(s)

Check Your Submission Status

Your Account

- Change Password
- Edit Contact Information
- Logout

Submit Survey Data File(s)

Instructions:

- Please only submit data from your most recent survey administration.
- Once your questionnaire is approved you can begin submitting your data file(s). Select "Submit Data File" next to the hospital you are submitting data for to upload your file(s).

Version 2.0

- SOPS Hospital Survey 2.0 Data Specifications (PDF, 258 KB, PDF HELP)
 - Sample Hospital Survey 2.0 Data File (XLSX, 13 KB)
- SOPS Hospital Survey 2.0 Data Specifications with Health Information Technology Patient Safety, and/or Workplace Safety, and/or Value and Efficiency (PDF, 258 KB, PDF HELP)
 - Sample Hospital Survey 2.0 with Health Information Technology Patient Safety, and/or Workplace Safety, and/or Value and Efficiency Data File (XLSX, 13 KB)

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#	Submit	Status	Medicare Provider ID	AHA ID	Site Name	Address	City	State	Current Data File	Current Data File Status
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Figure 2: Upload Data for Each Participating Hospital, continued

The screenshot shows a web interface for submitting data. On the left is a navigation sidebar with sections: 'Databases' (purple header), 'Welcome, Soheyla', 'Submitting Data' (with steps 1-4), 'Check Your Submission Status', 'Your Account' (with links for Change Password and Edit Contact Information), 'Logout', and 'Stay Connected' (blue header with phone number 888-324-9790 and email DatabasesOnSafetyCulture@westat.com). The main content area has 'Instructions' (1. Verify data matches site info: Hospital Name and Address; 2. Select 'Browse' to locate file; 3. Select 'Next'.), a 'Submit Data: Select file' header, a text field for 'Data file must match Site Name, Address, City, State, and Zip code.' containing 'Test', '1600 Research Blvd.', and 'Rockville MD, 20850', a radio button for '* Survey Version' with 'Version 2.0' selected, and a file selection area with '* Select File:' and a 'Choose File' button showing 'No file chosen'. A note states: 'Note: Only Excel files are acceptable (valid file extensions are .xls and .xlsx)'.