AHRQ Nursing Home Survey on Patient Safety Culture Comparative Database, Supporting Statement B

Attachment G: Example Screen Shots of Nursing Home Survey on Patient Safety Culture Data Submission Website Information Collection

Figure 1: Entering/Uploading Site Information

How do you want to upload your nursing home site information?

You can upload nursing home site information in one of two different ways.

○ **Upload nursing homes one at a time**

- This option will require you to answer questions regarding the nursing home(s) that you are submitting data for, rather than submitting an excel file.
- Use this option if you have information for one or a small number of nursing homes
- Nursing home information (e.g., name, address) must be entered online through this submission system.
- Survey data must be in a separate Excel file for EACH nursing home, conforming to the Nursing Home Survey Data File Specifications (PDF, 184 KB) or the Nursing Home Survey with Workplace Safety Supplemental Item Set Data File Specifications (PDF, 398 KB).
    - Sample Nursing Home Survey Data File (XLSX, 17 KB)
    - Sample Nursing Home Survey with Workplace Safety Supplemental Item Set Data File (XLSX, 18 KB)

○ **Upload multiple nursing homes at the same time (all at once)**

- Use this option if you have information for a large number of nursing homes.
- All nursing home information (e.g., name, address) must be uploaded in one Excel file.
- Survey data for ALL nursing homes must be in ONE Excel file.
    - Nursing Home Site-Level Data Specifications (PDF, 234 KB)
    - Sample Site Information Data File (XLSX, 11 KB)

Continue

Figure 2: Upload Questionnaire

Questionnaires

Instructions:

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

Next Steps:

- After your questionnaire has been reviewed and approved in the submission system, you will then be able to upload your survey data. Your questionnaire will be reviewed within the next 3 business days. You will receive an email notification when your questionnaire has been reviewed.

Upload a questionnaire

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Figure 3: Submit Data Use Agreement

Submit Data Use Agreement (DUA)

Each Nursing Home or System/Chain wishing to participate in the Nursing Home Survey on Patient Safety Culture Database is required to sign a Data Use Agreement (DUA) each submission period. The DUA assures the confidentiality of the data and explains how the data will be used. The completed and signed DUA can be submitted at any time. The DUA can be uploaded directly to the submission system through the DUA submission portal, emailed to DatabasesOnSafetyCulture@westat.com, or faxed to 1-888-852-8277.

Nursing Home Survey on Patient Safety Culture Data Use Agreement (PDF, 142 KB)

For technical assistance, please email DatabasesOnSafetyCulture@westat.com or call 1-888-324-9790.

Upload your DUA

Please fill out the information below for the DUA you will upload:

A field with an asterisk (*) before it is a required field.

Signed by	
* First Name	
* Last Name	
Title	
* Signed Date (mm/dd/yyyy)	

DUA Contact Information	
* DUA Organization	
* Contact First Name	
* Contact Last Name	
Title	
* Address	
Address 2	
* City	
* State	--Select a state--
* Zip Code	
* Phone	(Format: 9998887777) Ext.
Fax Number	(Format: 9998887777)
* Email Address	

AHRQ Nursing Home Survey on Patient Safety Culture Comparative Database, Supporting Statement B

Attachment G: Example Screen Shots of Nursing Home Survey on Patient Safety Culture Data Submission Website Information Collection

Figure 4: Submit Survey Data File

Submit Survey Data File(s)

Instructions:

- Once your questionnaire is approved you can then submit your data file. To submit survey data for multiple nursing homes all at once, please click **"Upload Data File"** below.

- Ensure your data file is formatted per the data file specifications, conforming to the Nursing Home Survey Data File Specifications (PDF, 184 KB) or the Nursing Home Survey with Workplace Safety Supplemental Item Set Data File Specifications (PDF, 398 KB).
    - Sample Nursing Home Survey Data File (XLSX, 17 KB)
    - Sample Nursing Home Survey with Workplace Safety Supplemental Item Set Data File (XLSX, 18 KB)