WHA | INFORMATION CENTER

The respected source for health care data.

2020 Going Green Overview

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Going Green

WELCOME!

Submission Timelines and Data Releases

Survey Submission Timeline

2019 Fiscal Year End Dates

Annual, Fiscal, Personnel, and Uncompensated Survey Submission	Date
MARCH - JUNE FYE*	
June 30 FYE Extension Request Deadline	12/13/19
June 30 FYE Standard Submission Deadline	12/20/19
June 30 FYE Extended Submission Deadline	1/30/20
JULY - SEPTEMBER FYE	
September 30 FYE Extension Request Deadline	1/23/2020
September 30 FYE Standard Submission Deadline	1/30/2020
September 30 FYE Extended Submission Deadline	3/2/2020
DECEMBER FYE	
December 31 FYE Extension Request Deadline	4/23/2020
December 31 FYE Standard Submission Deadline	5/1/2020
December 31 FYE Extended Submission Deadline	6/1/2020
Medicare Cost Report Submission	**Date**
January – June FYE Submission Deadline	1/30/2020
July – December FYE Submission Deadline	6/1/2020

The above timeline reflects adjusted survey submission timelines to benefit hospital to improve efficiency and prevent/reduce duplication of work and requests for additional time.

*If you are part of a state or county facility – please note the adjusted timeline accounts for additional time allowed for in the statute

Health System Survey Submission	Date
Health System Survey Deadline for all Health Systems	07/16/20

Roles and Registration

Survey Roles – designations assigned by the facility to manage and oversee statutorily required and timely survey submissions and corrections to the annual surveys.

The Survey site is for authorized users only. Individual users must have their own login. Registered users agree use of Survey application and Secure Portal system without authority, or in excess of your authority, is strictly prohibited.

Roles and Registration

Survey Primary - *recommended for users involved in submission process who need regular communications with WHAIC and have authorization to sign off on survey data (CFO, CEO or delegate)*

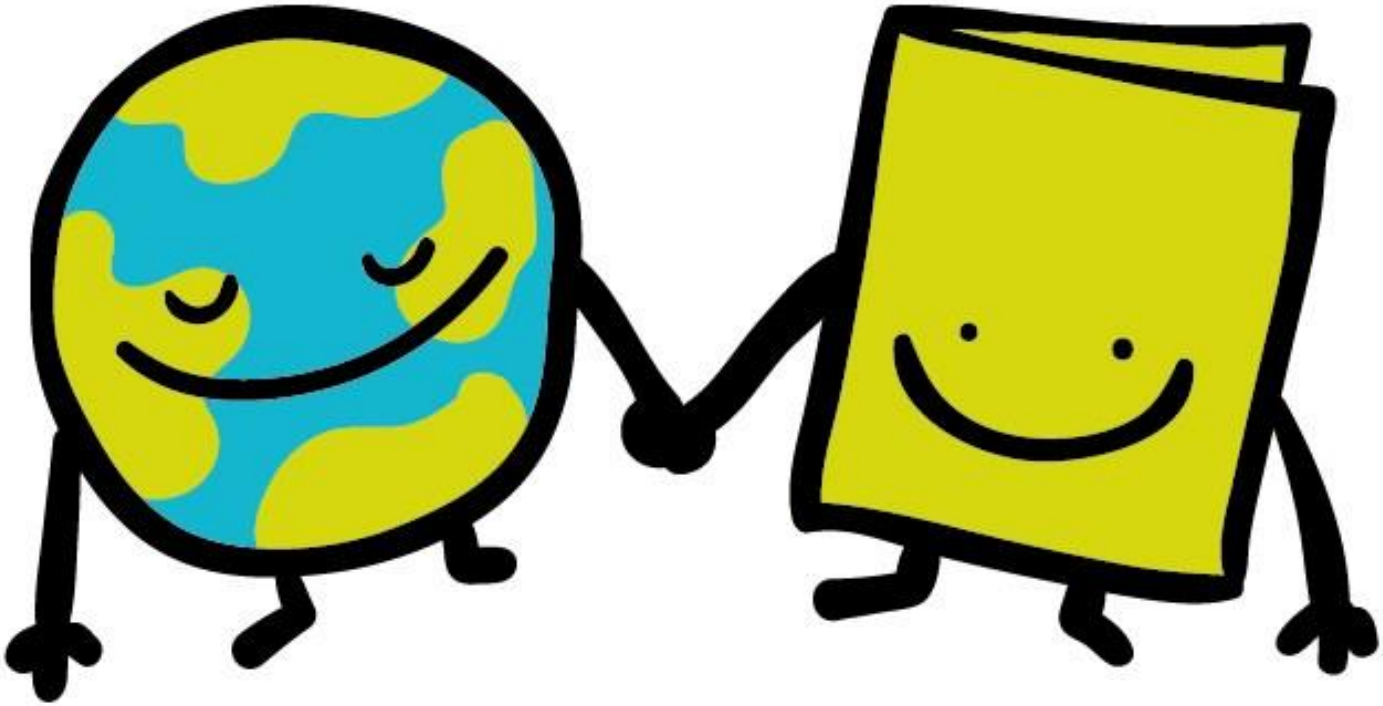
- Oversee and monitor access requirements for Surveys and contact WHAIC with changes;
- Automatic assignment of all 5 surveys (if applicable for your hospital) – Annual, Fiscal, Uncompensated, Personnel, and Medicare Cost Report; Uncheck surveys at registration not applicable to you.
- Serve as a primary contact to address issues with the data or timely submission/training;
- Receive confirmation emails of new reports available in the Secure Portal system;
- Receive all communications from WHAIC regarding survey timelines, submissions, and compliance;
- Share WHAIC communications with Survey Secondary and Survey Users in their organization, as appropriate;
- Responsible for monitoring access and contacting WHAIC with any user access changes due to termination or change in role;
- Access to the data deliverables site to download/share the hospital data;
- Receive all reports for review, distribution, and accuracy;
- Authority to electronically sign and submit affirmation statement;
- Authority to upload Medicare Cost Report Schedule C;
- May have access to the Health System Survey – only applies to those within a system.

Roles and Registration

Survey Secondary - *recommended for C-Suite individuals who delegate primary responsibility, but need occasional survey access and access to view or sign off on affirmation statement*

- Automatic access to Annual & Fiscal Surveys with ability to choose additional surveys at registration;
- Access to reports for review, distribution, and accuracy;
- Responsible for monitoring access and contacting WHAIC with any user access changes due to termination or change in role;
- Authority to electronically sign and submit affirmation statement;
- Authority to upload Medicare Cost Report Schedule C;
- Limited communications from WHAIC – Receive reports, but limited communication. Contacted only in the event there is no response from Primary. Primary should share information pertinent to Secondary.

Example - Executives who want access to reports, but not in regular contact with WHAIC.



GOING GREEN!

GOING GREEN

Click on Data Deliverables

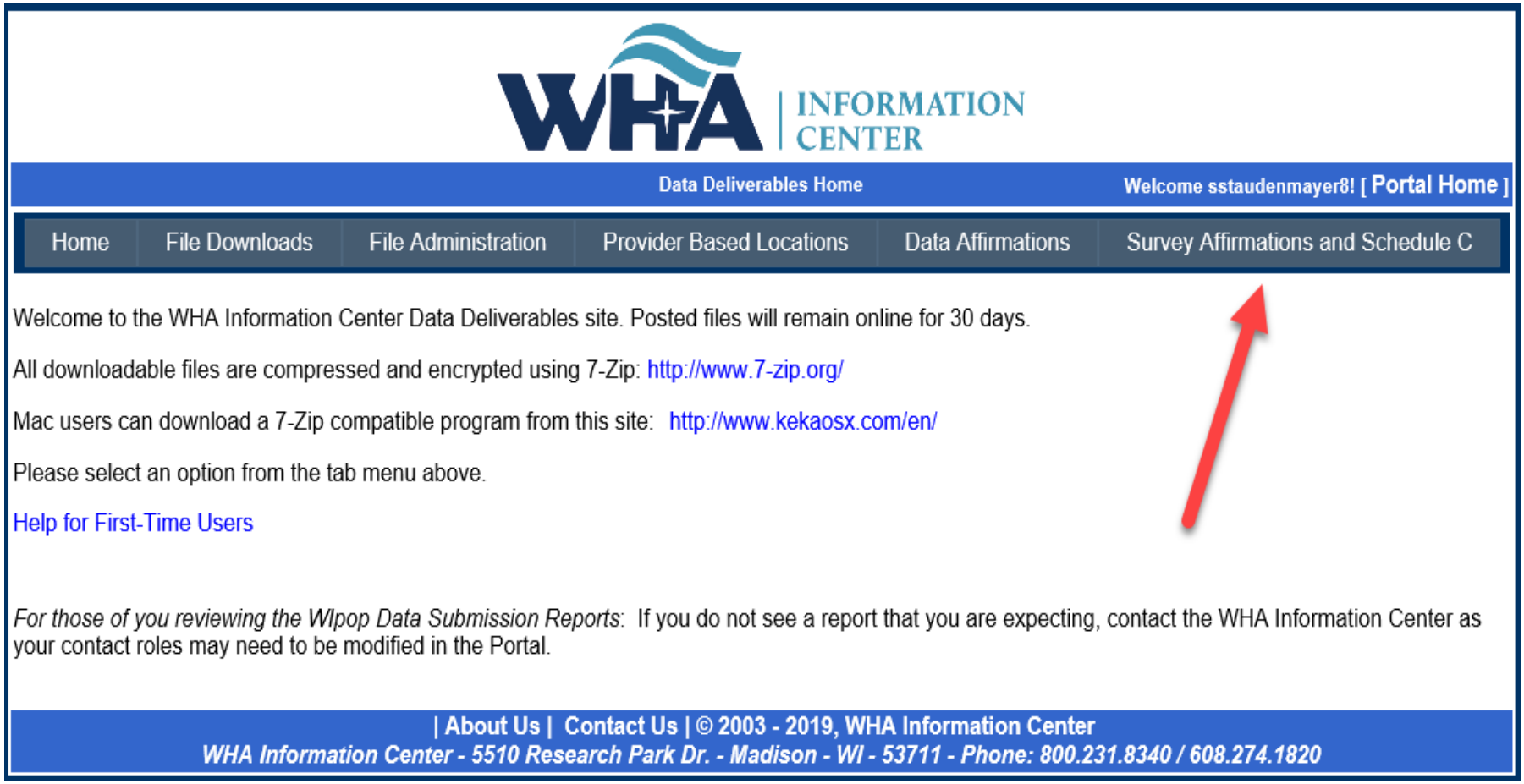
IMPORTANT SURVEY CHANGES - Please make note and refer to 2019 Training PowerPoint for further instructions.

- MCR Schedule C no longer accepted via email, upload under the Survey Affirmations and Schedule C tab in Data Deliverables.

- Affirmations and Action Edits no longer accepted via email, submit under the Survey Affirmations and Schedule C tab in Data Deliverables.

GOING GREEN

Click on Survey Affirmations and Schedule C



GOING GREEN

You will access your affirmation by clicking links under the Select column. For more information - click Definitions and Frequently Asked Questions.

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Survey Affirmations and Schedule C — Welcome sstaudenmayer8! [Portal Home]

Home | File Downloads | File Administration | Provider Based Locations | Data Affirmations | Survey Affirmations and Schedule C

Survey Af…ations and Schedule C — Definitions and Frequently Asked Questions — Filter for Year: 2018

Select	ID	Facility	Year	FYE	Submitted	Approved By	Schedule C	Validated
Download	000	Wisconsin Hospital Association (Madison)	2018	12/31	7/23/2019	ttt	Yes	☑
Complete Affirmation	001	Amery Regional Medical Center (Amery)	2018	12/31	No		No Upload	☐
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Complete Affirmation	009	Mayo Clinic Health System – Northland in Barron (Barron)	2018	12/31	No		Yes Upload	☐
Complete Affirmation	010	Beaver Dam Community Hospitals Inc (Beaver Dam)	2018	06/30	No		No Upload	☐

GOING GREEN

Instructions for Survey Affirmations and Schedule C Table

- Filter for Year defaults to the current year, but users may change that to view affirmations for prior years.
- Four columns are sortable, Facility, ID, Submitted and Schedule C
- Select has three possible values:
  1. **Complete Affirmation** means that all required surveys have been submitted. Click the link to open the affirmation for submission.
  2. **Surveys Incomplete** means that not all required surveys have been submitted. Can do nothing with this facility now, except upload Schedule C.
  3. **Download** means the affirmation has already been submitted. Can download the completed affirmation, but can make no further changes.
- Under Schedule C, the values are
  1. **Yes** or **No**, depending on whether the MCR Schedule C has been uploaded. Note that Yes is a hyperlink, which if clicked will download the previously uploaded Schedule C file.
  2. **Upload**. Clicking prompts the user to select and upload the Schedule C file. **Upload** may be visible even after a file has been uploaded, in case the user wants to upload again, overwriting the previous file. **Upload** is available until a) a file has been uploaded, and b) the affirmation has been submitted. After that point, the record is considered locked.

GOING GREEN

Click on Complete Affirmation. Complete Affirmation means that all surveys have been submitted and you are ready to validate your data and sign your electronic affirmation statement.

Select	ID	Facility	Year	FYE	Submitted	Approved By	Schedule C	Validated
Download	000	Wisconsin Hospital Association (Madison)	2018	12/31	7/23/2019	ttt	Yes	☑
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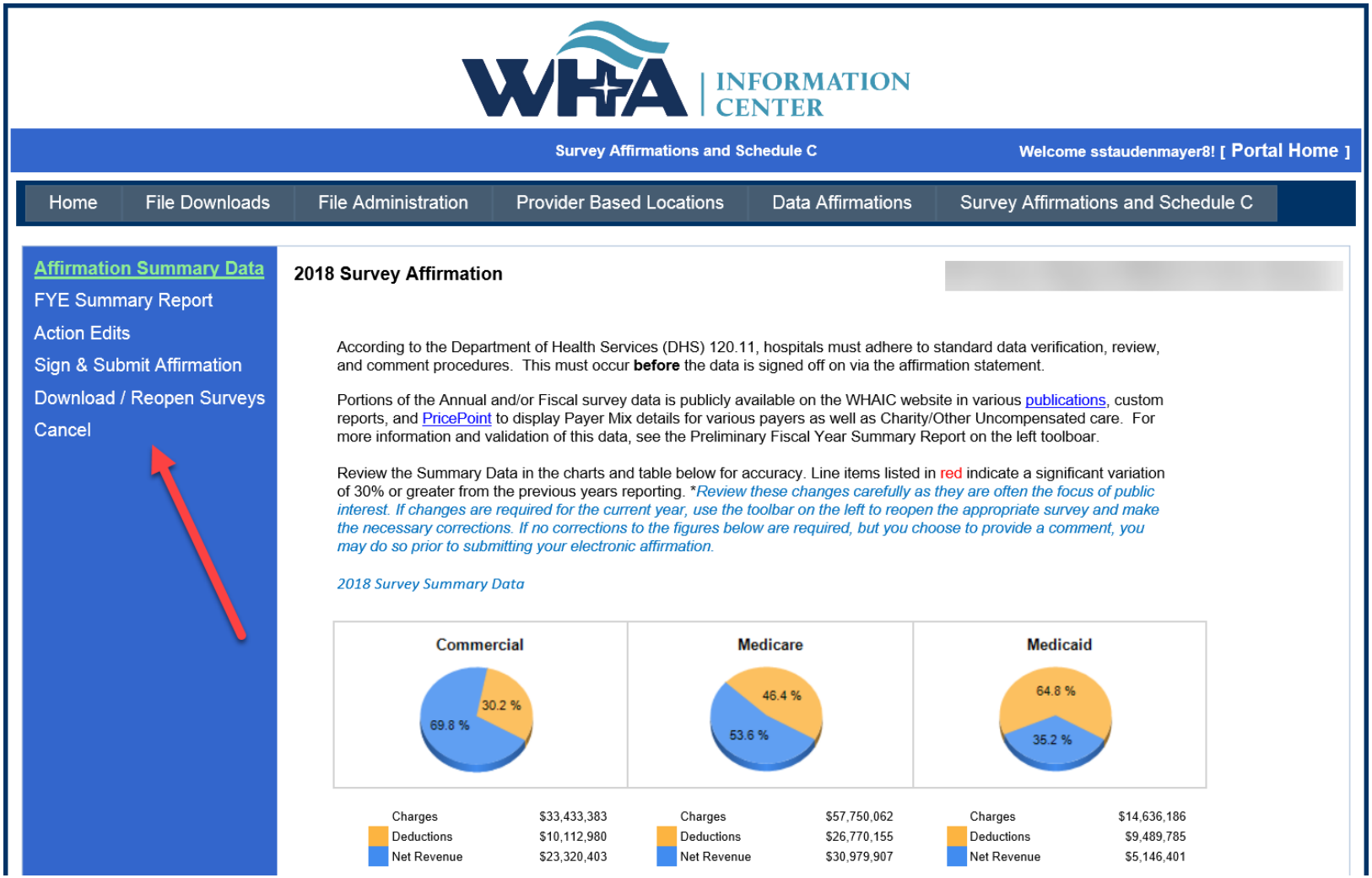
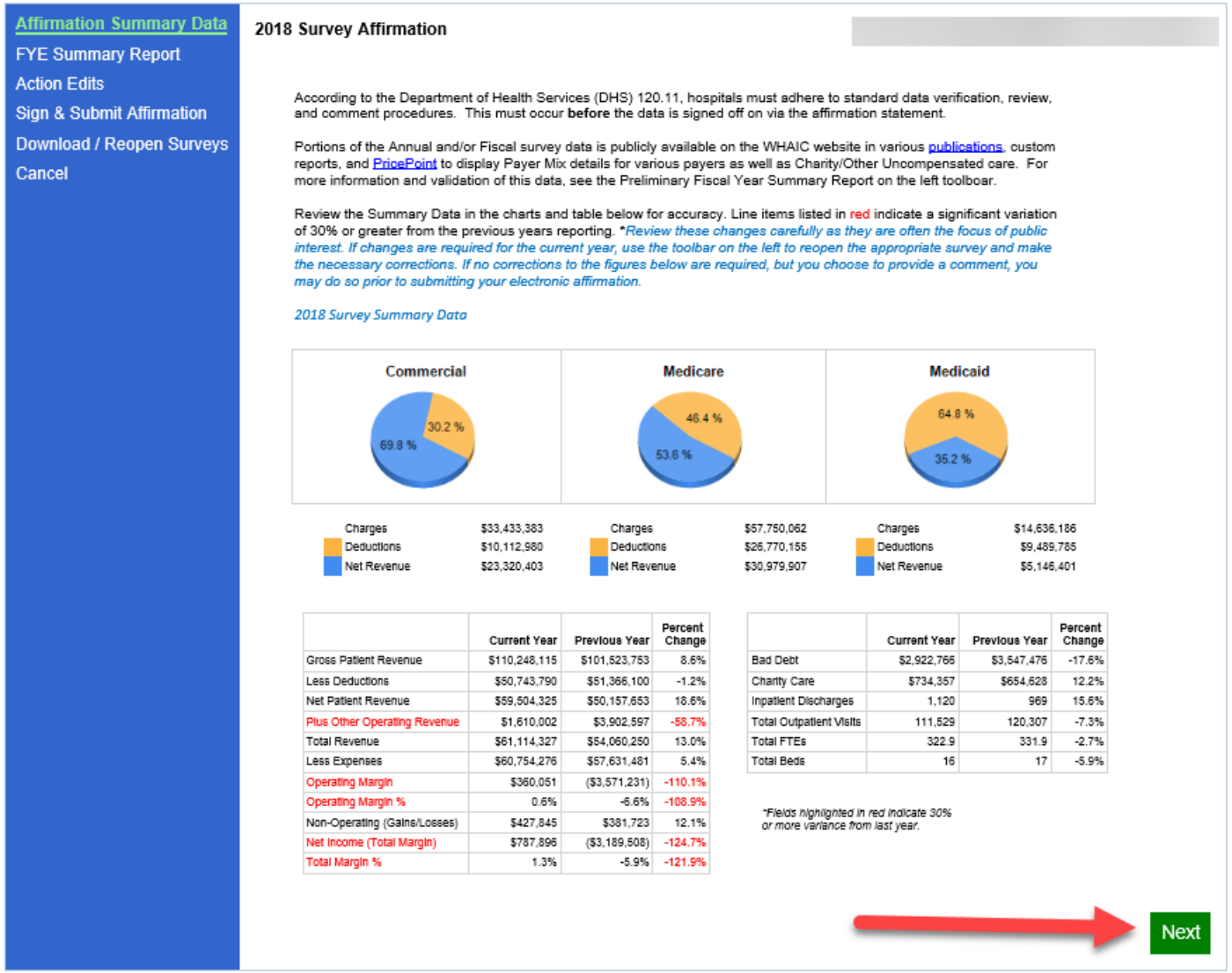
GOING GREEN

The menu links on the left will turn green when active. Start on Affirmation Summary Data.



You can click the links in the left column or click next at the bottom of each page.



3-Page Report now called Fiscal Year Summary Report

- Affirmation Summary Data
- **FYE Summary Report**
- Action Edits
- Sign & Submit Affirmation
- Download / Reopen Surveys
- Cancel

2018 Survey Affirmation

This document represents a compilation of what will be displayed in the Guide to Wisconsin Hospitals and is produced for your review prior to publication. WHAIC encourages you to **review this information carefully for accuracy**. Once the data is processed and published on the WHAIC website any egregious errors or misrepresented data cannot be adjusted. This is your last opportunity to validate the data and make any corrections.

This FYE Summary Report provides detailed information about your hospital, including (as applicable) general medical-surgical, long-term acute-care, psychiatric, alcohol and other drug abuse, and rehabilitation. The information is drawn from responses to the Annual Survey of Hospitals, the Hospital Fiscal Survey, and the Personnel Survey. Tables present selected measures of utilization, service, staffing and finance. Once the data is published in the Guide, comparison data for hospitals of the same type, in the same analysis area, and for the same patient volume group will be displayed.

To make any corrections, re-open the applicable survey, make corrections and resubmit (including going through the edit process). This will prompt your reports to refresh. Contact WHAIC staff if you have questions.

Download Preliminary Fiscal Year Summary Report - Printable PDF

COMING SOON: FYE SUMMARY FAQ

001 Amery Regional Medical Center
265 Griffin Street East
Amery, WI 54001

715-268-8000

Fiscal Year: 01/01 to 12/31
Type: GMS
Critical Access Hospital
Control: Other Not-For-Profit

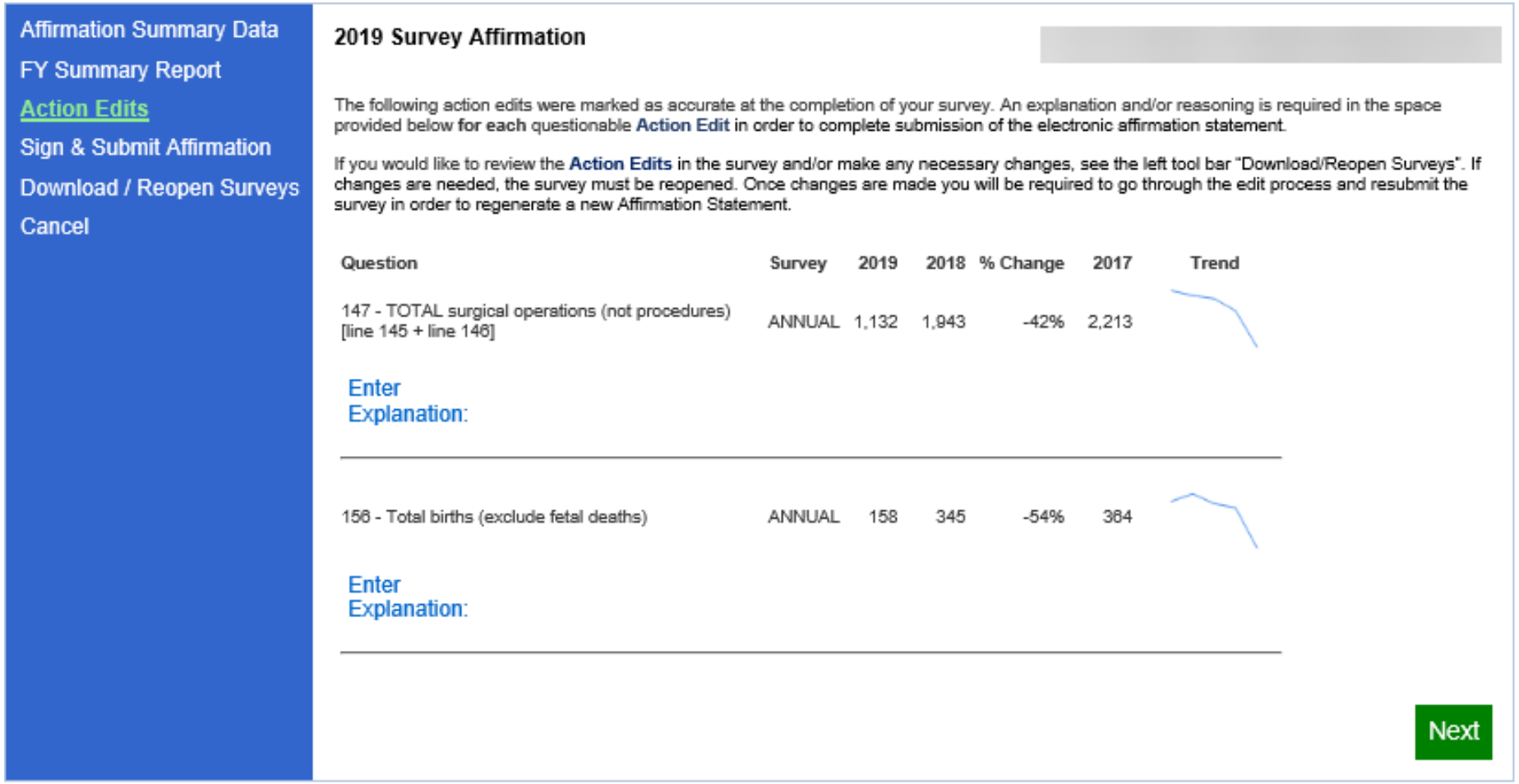
County: Polk
Analysis Area: West Central (5A)

Selected Utilization Statistics	FY 2018	FY 2017	Ratio
Occupancy Rate (%)			
Adult Medical-Surgical	77.8%	67.7%	1.15
Obstetrics	36.7%	0.0%	N/A
Pediatrics	0.0%	0.8%	0.00
Total Hospital	80.8%	74.4%	1.09
Average Census (Patients)			
Adult Medical-Surgical	6.2	5.4	1.15
Obstetrics	0.7	0.5	1.38
Pediatrics	0.0	0.0	0.00
Total Hospital	12.9	12.6	1.02
Average Length of Stay (Days)			
Adult Medical-Surgical	3.7	3.2	1.16
Obstetrics	2.2	2.1	1.01
Pediatrics	0.0	1.0	0.00
Total Hospital	4.2	4.8	0.88
Surgical Operations			
Inpatient	210	192	1.09
Outpatient	1,394	1,332	1.05
Inpatient as % of All Surgeries	13.1%	12.6%	1.04
Outpatient Visits			
Non-Emergency Visits	103,688	113,380	0.91
Emergency Visits	7,841	6,927	1.13
Full-Time Equivalents (FTEs)			
Administrators	4.0	4.0	1.00
Nurses, Licensed	74.1	76.0	0.98

This section will answer questions such as:

- **How are total FTE's calculated?**
- **What is the formula for the Total Margins %?**

Action Edits were formerly called Stats Edits. Provide an explanation for EACH Action Edit that appears on this list. Each hospital must provide explanations before submitting affirmation. No longer accepting email explanations.



Affirmation Summary Data
FYE Summary Report
Action Edits
Sign & Submit Affirmation
Download / Reopen Surveys
Cancel

2018 Survey Affirmation

The electronic signature on this affidavit affirms that the chief executive officer, administrator, or designee have reviewed the following data as presented from the surveys submitted by ThedaCare Regional Medical Center - Appleton, Inc. in Appleton.

- **Affirmation Summary Data**
- **FYE Summary Report**
- **Any Applicable Action Edits**

This is a legally binding equivalent of the individual's handwritten signature as per DHS 120.12.

I HEREBY ATTEST, that I or my designated representative, to the best of my knowledge, reviewed and verified internally the data that was submitted to WHA Information Center and the data is accurate.

Provide e-signature for the Electronic Survey Affirmation Statement

Suzanne Staudenmayer

Name of person submitting the Electronic Survey Affirmation Statement

Provide additional comments as needed:

Submit Survey Affirmation Statement

Download Affirmation Statement Printable PDF

Survey Affirmations and Schedule C

Welcome sstaudenmayer8! [Portal Home]

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submitted to WHA Information Center and the

Provide e-signature for the Electronic Surv

Suzanne Staudenmayer

Name of person submitting the Electronic

Provide additional comments as needed:

Submit Survey Affirmation Statement

The electronic signature is provided by the CEO, administrator, or designee. The electronic signature attests that the data has been reviewed and verified internally by the hospital. The signee may designate someone to electronically sign on their behalf. The name of the person submitting the document can be different and will populate based on portal login credentials.

Additional comments can be provided to explain variances not included on the Action Edits page.

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Provide additional comments as needed:

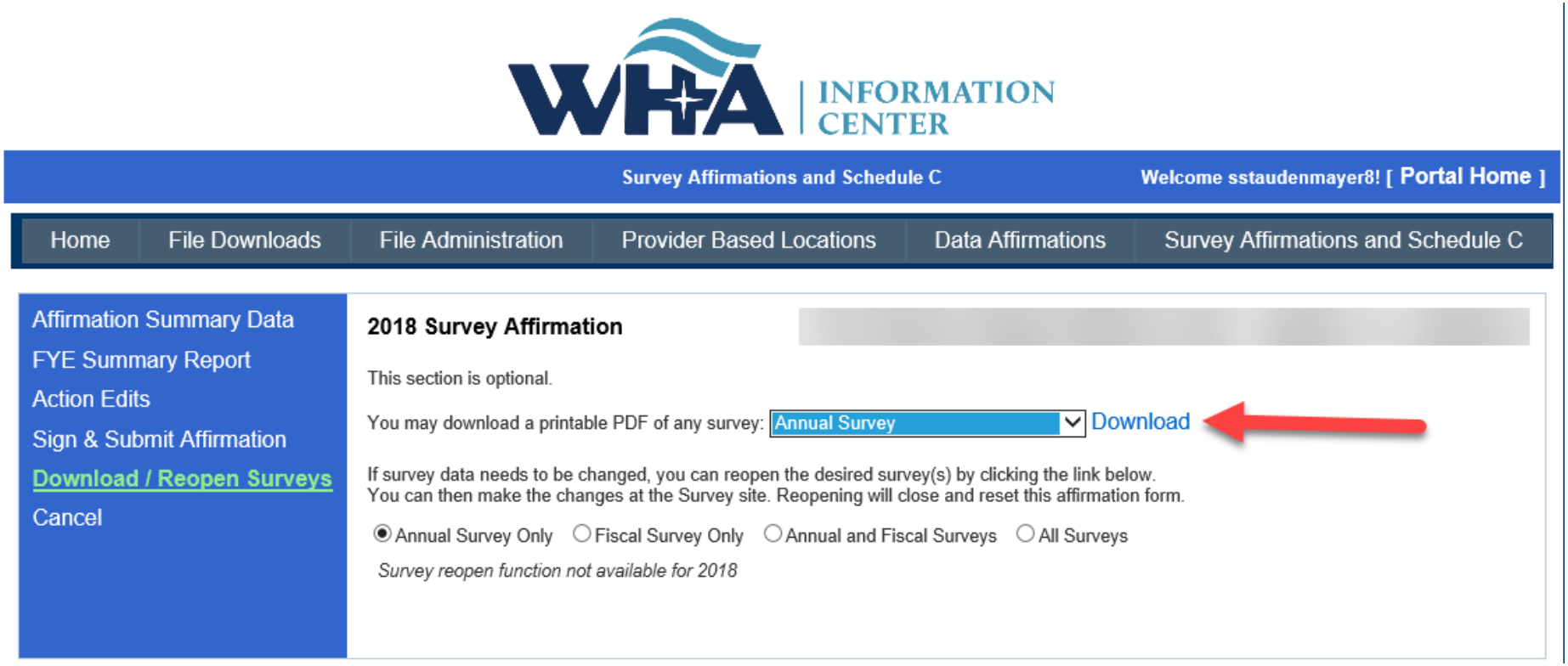
Submit when complete

Submit Survey Affirmation Statement

Download Affirmation Statement Printable PDF

GOING GREEN

From this page, you can download a PDF of your completed surveys.



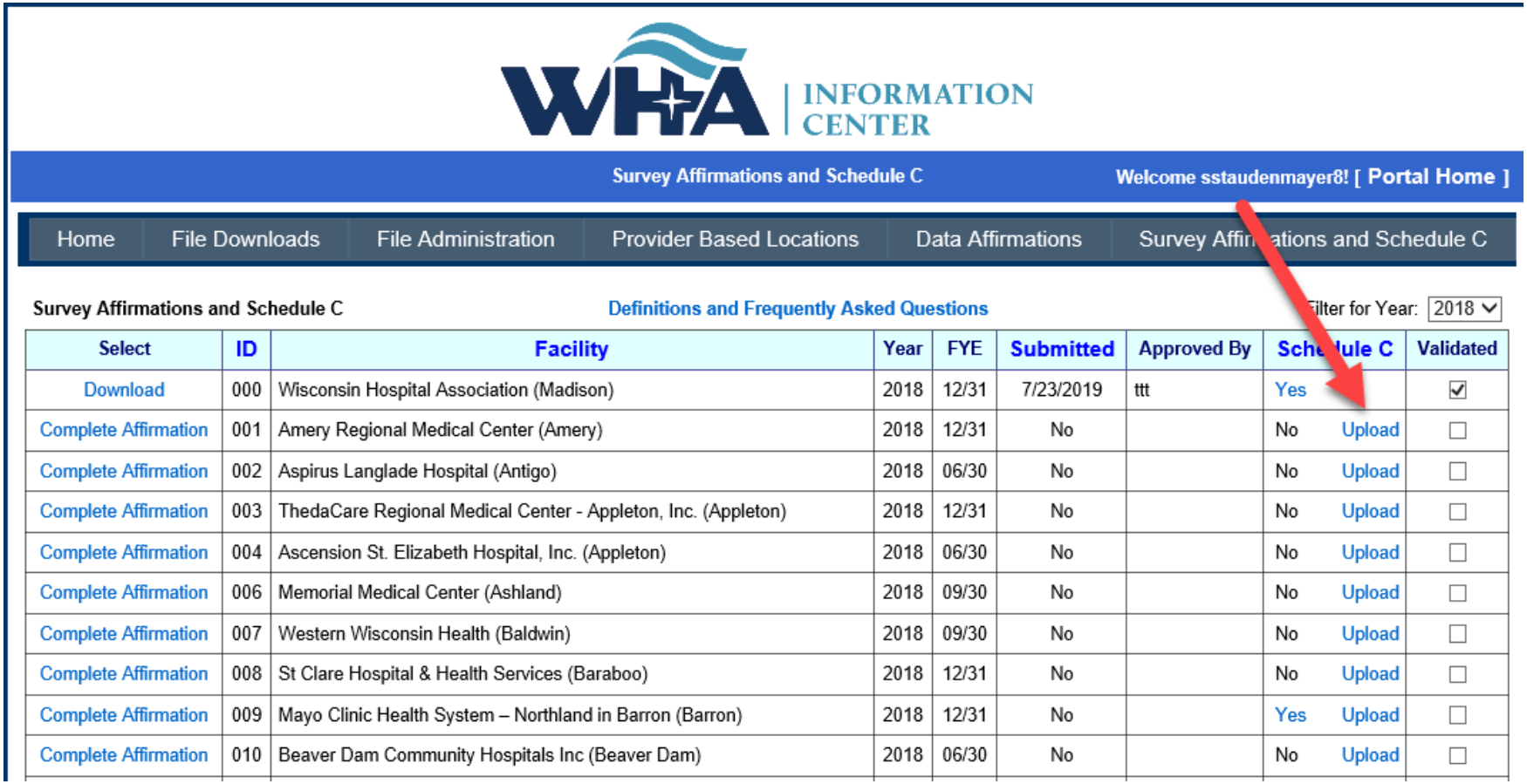
Or YOU can reopen surveys that need changes made! Unless the affirmation statement has already been completed, hospitals no longer need to wait for WHAIC to reopen surveys for them to make corrections.

For example: if corrections need to be made to Action Edits.

GOING GREEN

From this screen, you can also upload your schedule C. Click Upload.

Remember we need a copy of your schedule C only, not your whole cost report.



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Clicking Upload will bring you to this screen. You will click Browse to and select a PDF of your schedule C from your computer and then click Upload File.

Once uploaded the column for Schedule C will show up as Yes instead of No. If you click Yes, you will be able to open and view or save what was uploaded.

Survey Affirmations and Schedule C Definitions and Frequently Asked Questions Filter for Year: 2018

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Complete Affirmation	020	St Joseph's Hospital (Chippewa Falls)	2018	06/30	No		No Upload	☐
Complete Affirmation	022	Prairie Ridge Health (Columbus)	2018	09/30	No		No Upload	☐

1 2 3 4 5 6 7 8

2020 Goals – What's Coming Up?

Manual

- Reorganize sections of the manual for a better flow.
- Update outdated language and terminology and redefine some definitions/classifications.
- More clearly define questions/instructions that can be interpreted in multiple ways or are hard to understand.
  - *Example: Line 43, asks what guidelines to follow for nursery levels of care.*
- Remove obsolete options, questions and choices.

Application

- Prepopulate certain questions that wouldn't normally change.
  - *Examples: contact information based on portal credentials, type of hospital.*
- Instructions as a hover box or other, to stop the need to go back several pages and reread instructions.
  - *Example: Selected Inpatient Units with codes (1-5) and (O or B)*
- Reviewing software and design to provide you with a better user experience.
- Any changes that coincide with manual.
- Taking your comments/suggestions for changes to body of application.

Contact Information

Thank you!

You can find more information online at

www.whainfocenter.com

whainfocenter@wha.org

sstaudenmayer@wha.org