ASCA Clinical & Operational Benchmarking Survey

Welcome to ASCA's Clinical & Operational Benchmarking Survey Portal

Quick Start Guide

This document should answer most of your "how to" questions about using the survey and benchmarking platform.

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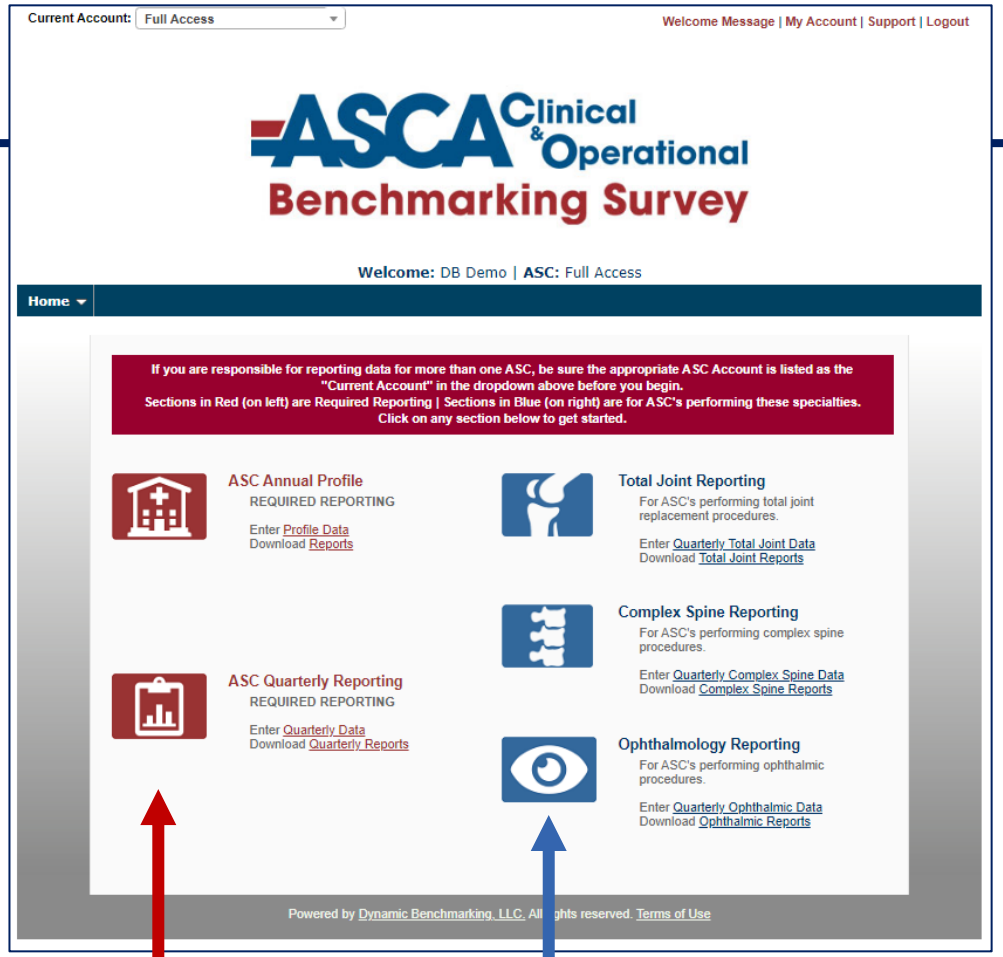
2021 Survey Updates –

New Home Page/Main Menu

Revised for 2021 to make it easier for Users to get to each section to enter data or download reports.

Use the hyperlinks to access data entry screens or to download reports by section.

To return to this screen at any time, click on the ASCA Logo at the top (or the Home button in the blue toolbar) to return to this main menu/home page.



Red sections (left) are required reporting for all ASCs.

- *Annual Profile*
- *Quarterly Reporting*

Blue sections (right) are optional specialty reporting for:

- *Total Joint*
- *Complex Spine*
- *Ophthalmology (new in 2021).*

Only ASCs performing these specialties should complete these sections.

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2021 Survey Updates – New Home Page/Main Menu

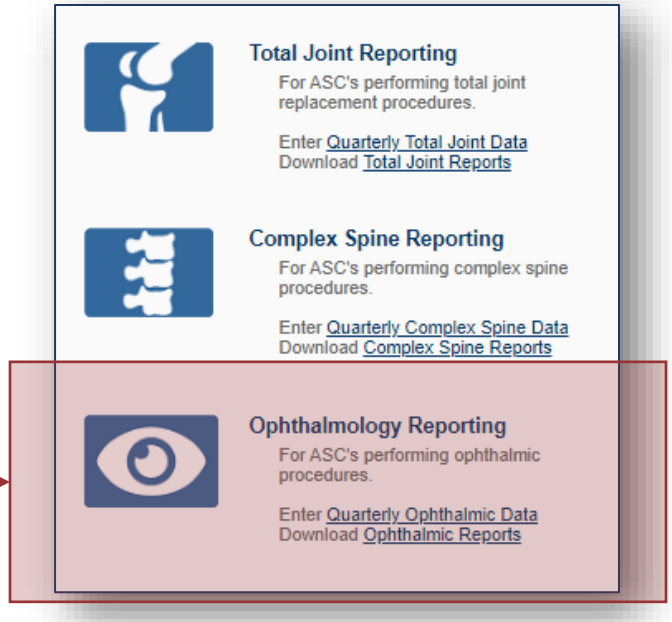
Sections in Red (on left) are required reporting for all ASCs.

- Enter Profile Data (annually)
- ASC Quarterly Reporting (quarterly)
- Use the red hyperlinks to take you directly to the questions (or reports).

Sections in Blue (on right) are for ASC's that perform these specialties.

- **New section for Ophthalmology Reporting added**
  - *Unplanned Anterior Vitrectomy and TASS questions moved here (from the ASC Quarterly Reporting Survey)*
- If your ASC performs these specialty procedures, enter details for just these types of procedures in each specialty section.

If your ASC does not perform these procedures, simply skip these sections.



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Getting Started

Overview

- This guide describes how to get started with your survey.
- View the following pages for illustrated descriptions of how to enter data, view results and download/run reports.

Logging in

- All users will access the benchmarking platform from ASCA's website, using your existing ASCA username and password.
- Login/Logout of the platform as often as desired, enter your data during the data entry period and "save" your responses on each page and never lose data.

Support

- Once you have logged in, click on the ***Support*** link on the top right corner of the platform to access helpful documentation and ASCA support contact information. You can also email asc@ascassociation.org for support requests.

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The online survey will open at the end of each quarter for data collection and reports are available as follows:

- **Q1 data entry open April 1 – April 30th**
  Online access to results/reports available mid-May
- **Q2 data entry opens July 1 – July 31st**
  Online access to results/reports available mid-August
- **Q3 data entry opens October 1 – October 31st**
  Online access to results/reports available mid-November
- **Q4 data entry opens January 1 – January 31st**
  Online access to results/reports available mid-February

Access to data entry and reports is automated and is based on eastern standard time.

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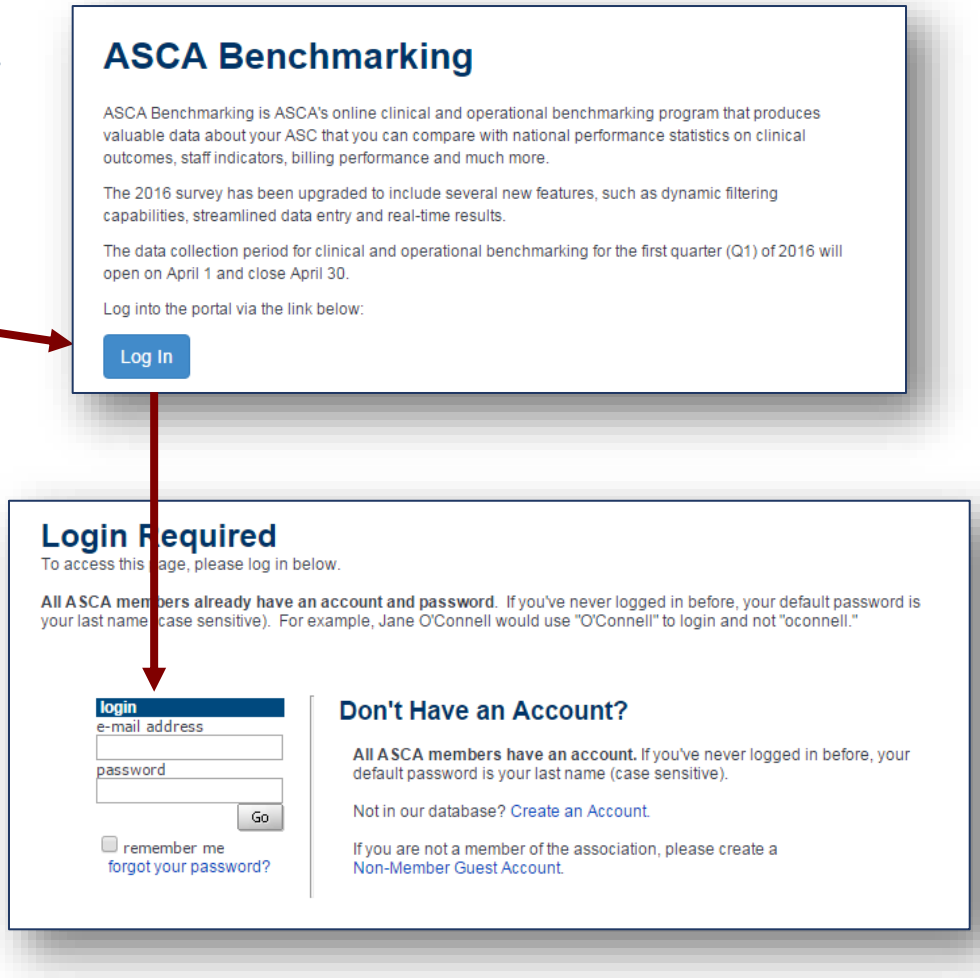
- Log in directly from ASCA's website. http://www.ascassociation.org/ascabenchmarking
- Enter your existing ASCA User Name and Password.
- User is automatically logged in to the online survey platform with the appropriate access to one (or multiple) ASCs.
- Access the survey 24/7. Complete the survey in one session or multiple sessions.



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Welcome Message displayed at Login

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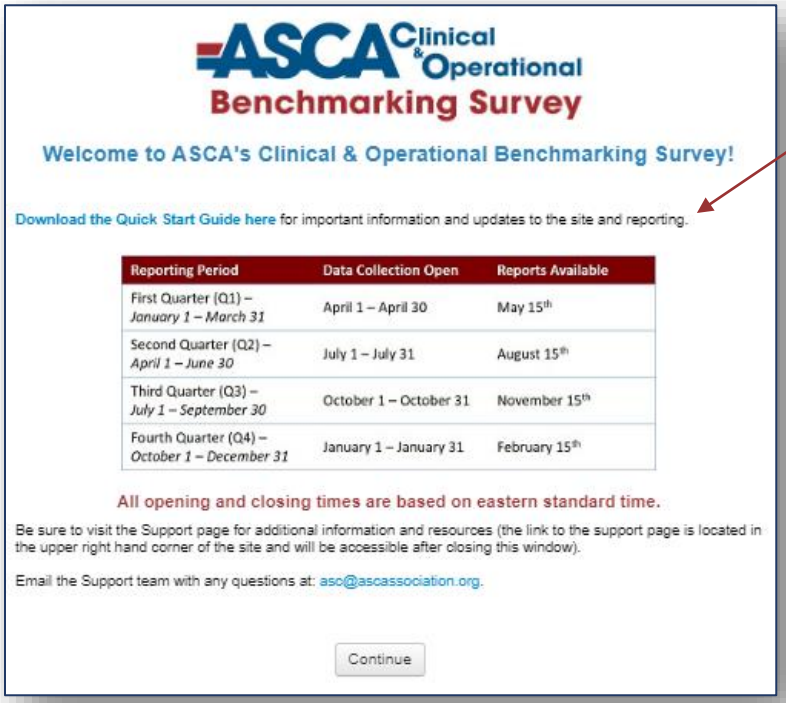

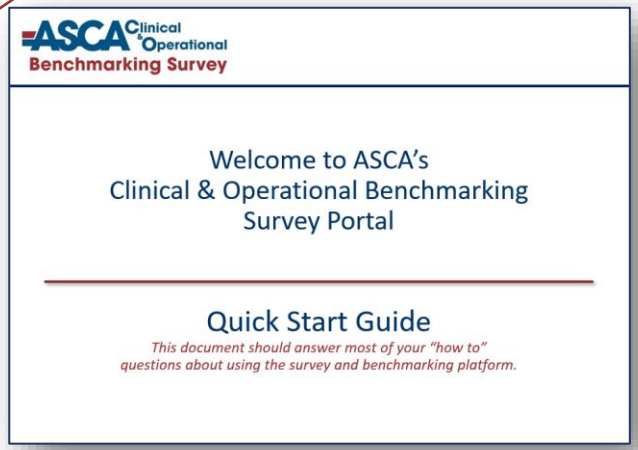

Account Switching

If you will be entering data for more than one ASC account, you will see each account displayed in the dropdown at the top of the screen. This will allow you to easily switch between ASC accounts to enter data without having to log in and out.

To switch from one account to another, click on the dropdown menu to select the account.

Best practice: always be sure you are in the correct account before entering data.

If you don't see the account switching option and think you should have access to more than one ASC account, contact ASCA support at: asc@ascassociation.org

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Tracking your Progress

- Questions are carefully organized into sections and can be completed in any order.
- Status icons displayed next to each question subgroup indicating your progress.
  - Indicates all questions have been answered, no further action needed
  - Indicates no questions in this group have been answered
  - Indicates some questions have been answered
  - Indicates there are unanswered “required” questions
  - Indicates these are all “calculated” questions – no data entry required.

Not all questions apply to every ASC, so it’s ok to skip or leave question blank.
Just answer all questions that do apply to your ASC to ensure accurate and meaningful reports.

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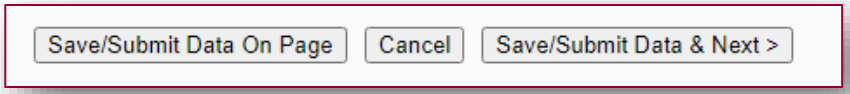
Question Organization

Questions are carefully organized into major categories.

- Each category has sub-categories called question groups.
- Select any gray question group to get started.

Categories and questions can be selected and answered in any order.

- Inside a question group, use “Save/Submit Data On Page” to save your responses on the page. Use “Save/Submit Data & Next” to save the data on the page and continue to the next section.



No final submit action is needed. Saving answers at the bottom of every page submits your data.

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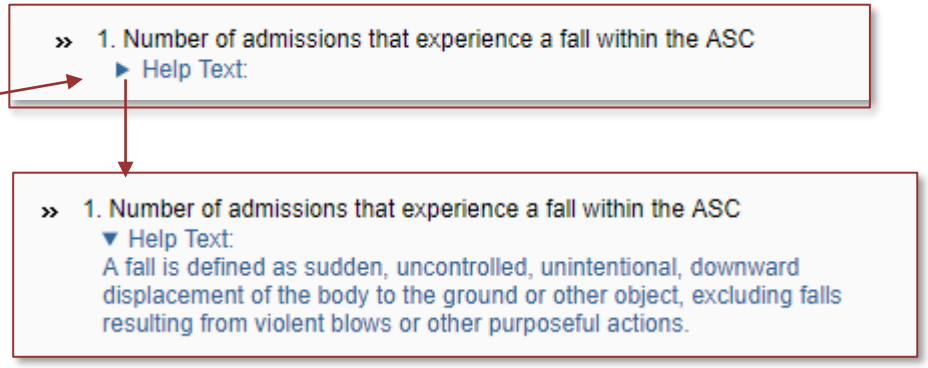
Entering Your Data

- Help Text and instructions are collapsible and can be opened (or hidden) by simply clicking on the

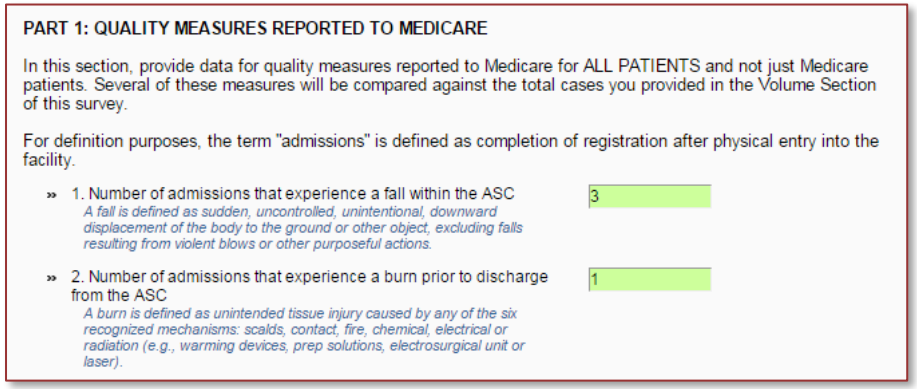
  ▶ Help Text:



**this feature is supposed in Google Chrome and Firefox browsers.*

- As you answer the questions in your survey, the data entry box turns GREEN indicating that new data has been provided and must be saved by clicking the *Save This Page* button on the bottom of <u>every</u> page.

- When a user clicks the *Save* button several "actions occur behind the scenes." Entries are updated, calculations are performed (or updated) and fields are formatted with commas and/or decimal places (if appropriate).



PART 1: QUALITY MEASURES REPORTED TO MEDICARE

In this section, provide data for quality measures reported to Medicare for ALL PATIENTS and not just Medicare patients. Several of these measures will be compared against the total cases you provided in the Volume Section of this survey.

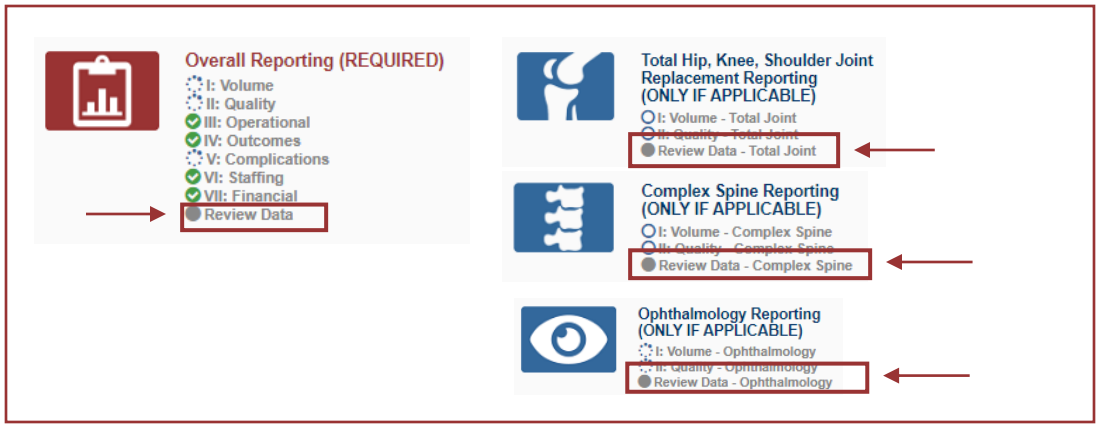
For definition purposes, the term "admissions" is defined as completion of registration after physical entry into the facility.

» 1. Number of admissions that experience a fall within the ASC — 3
A fall is defined as sudden, uncontrolled, unintentional, downward displacement of the body to the ground or other object, excluding falls resulting from violent blows or other purposeful actions.

» 2. Number of admissions that experience a burn prior to discharge from the ASC — 1
A burn is defined as unintended tissue injury caused by any of the six recognized mechanisms: scalds, contact, fire, chemical, electrical or radiation (e.g., warming devices, prep solutions, electrosurgical unit or laser).

"Review Data" Tabs

- Once you've entered your quarterly data, be sure to review the "Review Data" tab in each section.
  - On these tabs, you can view your ASC's calculated results based on the data you entered in that section for key performance measures:

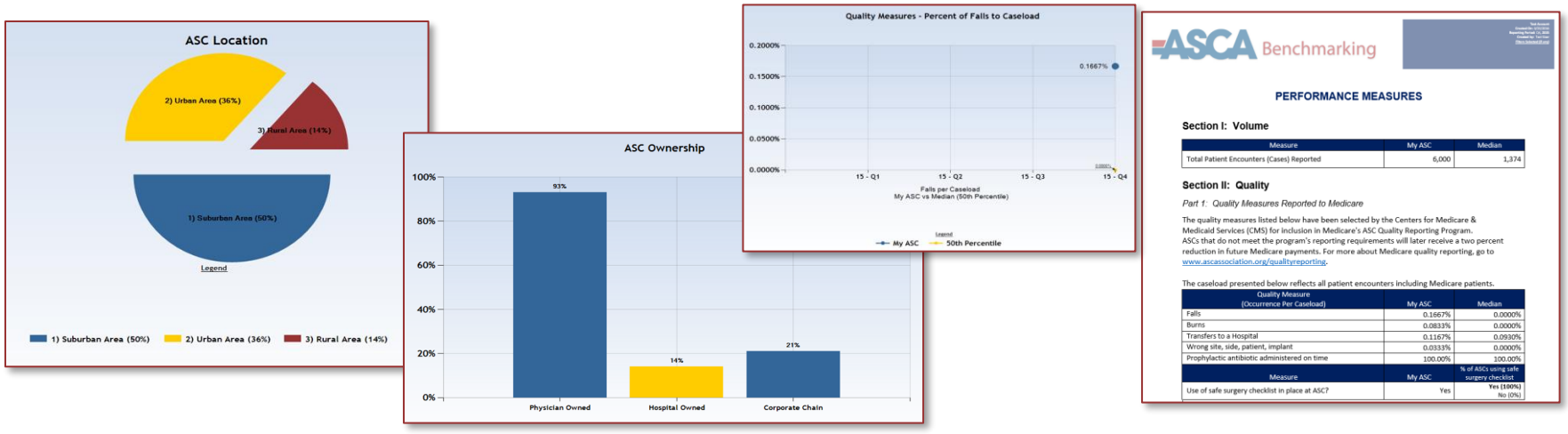


- These measures display the calculations used as well as provide insight into how the measurement would be used to benchmark your ASC's overall performance.

Download Reports Tab

The next section of the guide outlines important information regarding the dynamic comparison, filtering and reporting features of the survey platform.

Access to aggregate comparisons and benchmarking reports is available after the data collection period has ended and results are released.



Filters

Filters have been specified to allow you to drill down in the data.

- Select any filter or combination of filters to compare yourself to a subset of data. This filtering feature allows you to run reports that compare your ASC's performance to all ASCs (unfiltered) or to other ASCs like yours, based on total encounters, similar size, specialty, demographics, etc. (by selecting a combination of filters).
- If your filter selection returns too few accounts, you will see this informational message:

Your filter settings are not currently active, because not enough accounts match the selection.
Results are currently displayed without filter settings.

Anonymity

- By limiting the minimum number of accounts returned, it is impossible for account identity to be determined and anonymity of data is always protected.
- If your filters do not return enough accounts, simply change your filter settings by:
  - Widening the range of a numeric filter
  - Turning off a filter by clicking on the X
  - Selecting a different filter option/combination of filter options

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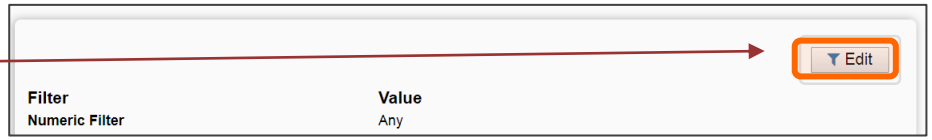
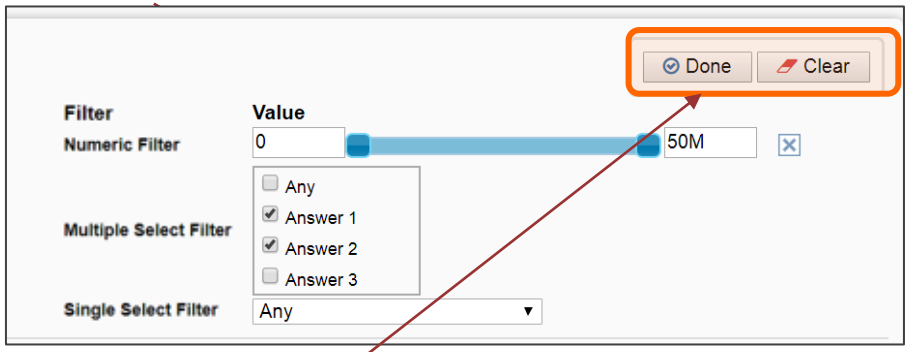
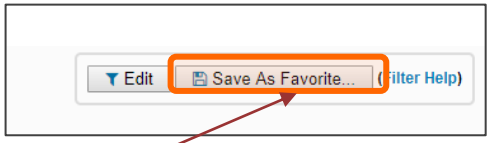
Using Filters

- Click **Edit** to activate the filters.
  - **Numeric filters**: Click **Add** to activate sliders. Use slide bar to set a numeric range by moving the blue squares or enter a number in boxes.
  - **Multi-select filters (if available)**: Check the items you wish to include.
  - **Single-select filters (if available)**: Choose from the drop down menus.
- Watch the filter message change as you select filters. A red warning message will display when you have filtered too far to return results.
- If your filters do not return enough responses, change your filter settings by:
  - Widening the range of a numeric filter.
  - Turning off a numeric filter by clicking the **X**.
  - Returning a multiple choice filter to **Any**.
  - Click **Clear** to start over and select different filter options.
- When you have the filter settings you desire, click **Done** to close the filter area.
- Once you have found a filter setting that works for you, save it as a filter favorite to easily use again.







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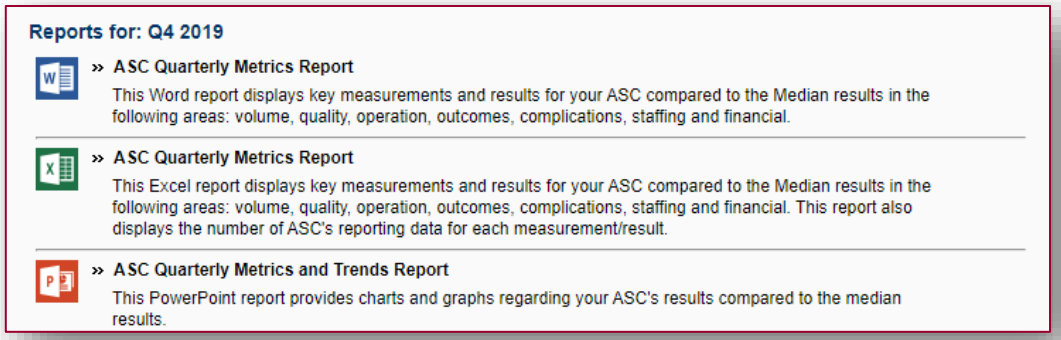
Reports

Click the ***Download Reports*** tab from the Main Menu (reports are now organized by survey section to make it easier for users to get to the reports they need).

- Choose from a list of downloadable PowerPoint reports that contain dynamically generated benchmarking charts by quarter.

Dynamic Benchmarking Reports can be quickly downloaded, saved to your computer and used to prepare for meetings, capture historical snapshots and share with others.



Annual Reports are always available; Reports by quarter will only display for download if quarterly reporting is open for the selected quarter.

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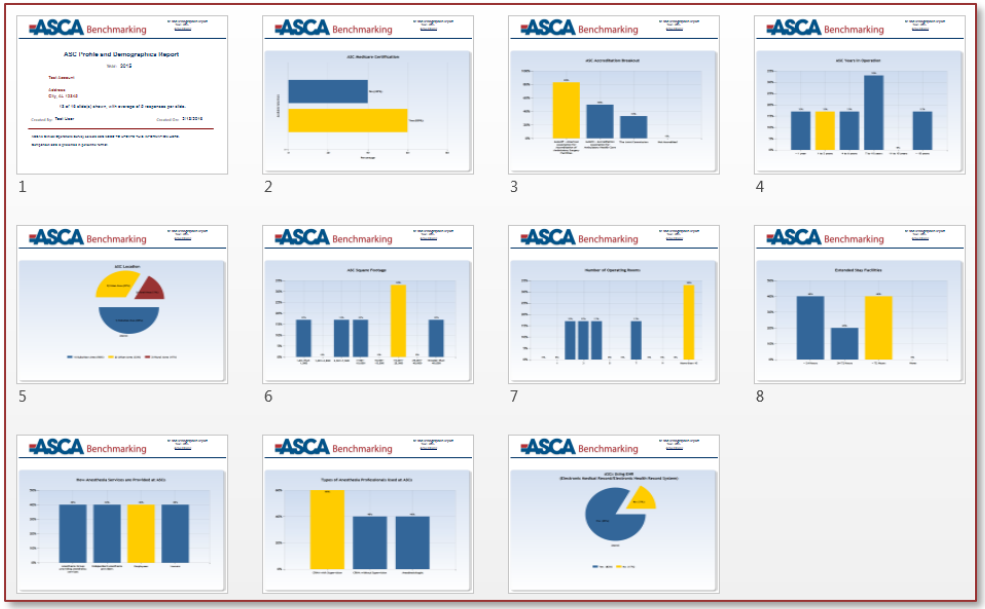
Sample Report Pages

(note that all data displayed is sample data and not reflective of actual survey results)



Sample Power Point Report

TOTAL PATIENT ENCOUNTERS

Measure	My ASC	Median
Total Patient Encounters (Cases) Reported	5,000	1,225

PERFORMANCE MEASURES

Section A: Quality

Part 1: Quality Measures Reported to Medicare

The quality measures listed below have been selected by the Centers for Medicare & Medicaid Services (CMS) for inclusion in Medicare's ASC Quality Reporting Program. ASCs that do not meet the program's reporting requirements will later receive a two percent reduction in future Medicare payments. For more about Medicare quality reporting, go to www.ascassociation.org/qualityreporting.

The caseload presented below reflects all patient encounters including Medicare patients.

Quality Measure (Occurrence Per Caseload)	My ASC	Median
Falls	0.2000%	0.0000%
Burns	0.1000%	0.0000%
Transfers to a Hospital	0.1400%	0.0434%
Wrong site, side, patient, implant	0.0400%	0.0000%
Prophylactic antibiotic administered on time	100.00%	100.00%

Measure	My ASC	% of ASCs using safe surgery checklist
Use of safe surgery checklist in place at ASC?	Yes	Yes (100%) No (0%)

Sample Word Report

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Thank you for viewing this Quick Start Guide.

If you have further questions, please contact asc@ascassociation.org for additional support.