



## **2021 AHA ANNUAL SURVEY**

### **WALK-THROUGH THE 2021 AHA ANNUAL SURVEY ONLINE**

Hello Survey Administrator! Welcome to the step-by-step guide to completing the 2021 AHA Annual Survey online. We hope this information will help you navigate through our online survey and successfully complete the survey for your hospital.

**LOGIN AT: [WWW.AHASURVEY.ORG](http://WWW.AHASURVEY.ORG)**  
**Login ID's and Passwords are case sensitive.**

The logon page has useful information such as how many hospitals are currently participating in the on-line survey and this page will also post updates on the status of the survey site.

Please enter your Login ID and Password and then click on the Login button.

The screenshot shows the AHA Survey Online login page. At the top left is the American Hospital Association logo. Below it is a welcome message: "Welcome to the AHA Annual Survey Online. We are very proud to be able to bring you this interactive, intelligent, and user-friendly application that will guide you through completing the 2021 Annual Survey. On this page you will find the latest healthcare headlines supplied by Health Forum/AHA publications and general statistics about the status of the survey to date. We hope you will find the online survey easy to use, helpful and informative. If at anytime you have questions, please do not hesitate to contact us at 1-800-530-9092 or via e-mail at [surveycenter@aha.org](mailto:surveycenter@aha.org). To access your survey online, please login on this page."

In the center, it says "Annual Survey Status Monday, February 14, 2022" and "There are currently 34 hospitals participating in the AHA Annual Survey."

On the right is a login box with the heading "Please login:", fields for "Login ID:" and "Password:", and a "Login" button.

On the left, under "Data you can use!", there is a section "THE HOSPITAL DATA YOU NEED" with images for "AHA Guide 2021", "AHA Hospital Statistics 2020", "AHA Annual Survey Database", and "AHA DATA VIEWER".

On the right, under "What's New", there is a list: "AHA News", "Survey Walkthrough", and "Hardcopy version of Annual Survey of Hospitals".

At the bottom, there is a footer with "AHA Web Site | Health Forum Web Site | Online Store" and "Powered by BenchmarkPress".

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## NAVIGATING THROUGH THE SURVEY

If you have successfully logged in, you will see the homepage of your hospital's survey. This page has allowed you to access different parts of the survey. Additionally, this page shows:

- the status of your survey
- whether historical data is available
- the date and time of the last update
- the last person that worked in the survey

The navigational buttons/survey toolbar on the top and left side of the page are links to various sections.

**HOME** – will direct you to the homepage of your hospital's survey

**PDF** – allows you to open a PDF of your survey in a separate window and shows any data that is saved.

**ADMIN** – two sections allow viewing of authorized staff and change of password or adding of additional staff. (Please choose a password with a minimum of five characters and/or numbers.)

**HELP** – online survey instructions

**LOGOUT** – allows you to logout

**BUTTONS A-F** – Sections A-F of the AHA survey can be accessed by the top or side buttons or links in the middle of the page.

**PRINT** – this link takes you to the print page where you have the option to print a Current year or Prior year's survey or a copy of the Glossary. (PDF Format is recommended)

**REPORTS** – the reports are available once your survey is submitted. There are four reports: Trend, Peer, Summary and Profile.

**COMMENTS** – this link at the very bottom in the blue margin, will allow you to view any user explanations of the data provided when correcting validation errors.

My Test Hospital (609test)

HELLO JANE,

HERE IS THE STATUS OF YOUR SURVEY.

Section A: Reporting Period

Section B: Organizational Structure

Section C: Facilities and Services

Section D: Insurance and Alternative Payment Models

Section E: Total Facility Beds, Utilization, Finances & Staffing

Section F: Addressing Patient Social Needs and Community Social Determinants of Health

Section G: Supplemental Information

Reporting Period

Organizational Structure

Facilities and Services

Insurance and Alternative Payment Models

Total Facility Beds, Utilization, Finances & Staffing

Addressing Patient Social Needs and Community Social Determinants of Health

Supplemental Information

Comments

**ENTERING DATA** - The flow of the survey allows you to start at any section.

To begin at the beginning of the survey, click on 'START' button on the bottom of the homepage



, OR button 'A' on the top toolbar to access the first page.

**Once you are in the survey, you are on a timer. If you are stagnant within the application, after one hour, you will receive a five-minute warning and will then be consequently timed out. So remember to save your data as you enter it.** If you don't have time to complete the entire survey at one time, you can save your work in any section of the survey, logout, and login later to edit or complete.

**HISTORICAL REFERENCE** – Refers to receipt of last year's 2020 annual survey submission.

*If historical data is available, it is shown in brown under each applicable question (this applies for each section of the survey). In section's 'B' and 'C', you are allowed to 'fill with last year's data' by selecting the link that reads the latter. Section 'C' has multiple pages, so this selection should be made for each individual page of that section.*

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**‘BACK’ and ‘SAVE’ vs ‘SAVE AND VALIDATE’** - At the bottom of every survey page you will see the buttons ‘BACK’, ‘SAVE’ and ‘SAVE AND VALIDATE’.

The ‘BACK’ button will take you back to the last page you visited after starting the survey. You will be prompted to confirm that your data will not be saved when selecting this option.

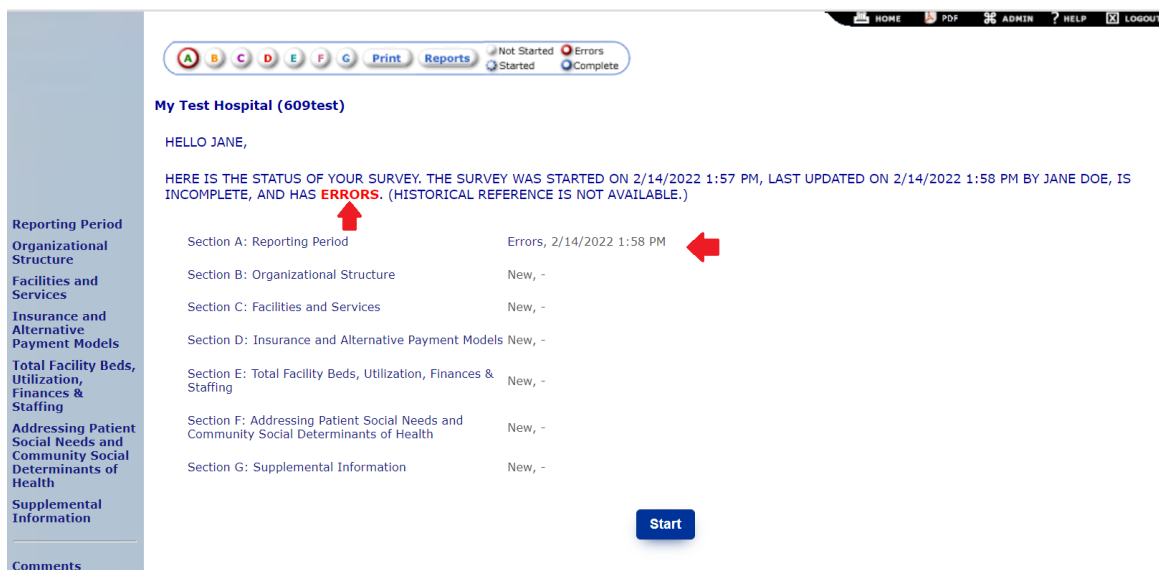
After you enter in data and press ‘SAVE’ your data will be saved, and the status of that section or page will show as ‘In Progress’. You will also be advanced to the next survey page.

Clicking “SAVE AND VALIDATE” will save your data as well as check your data for errors. Additionally, when ‘SAVE AND VALIDATE’ is chosen, your responses to the questions will be compared to historical data on our file to determine conflicting responses to last year’s submission. Also, if errors occur, you are given the option to correct the error ‘now’ or ‘later’. If there are no errors, or if you have corrected all errors, then the status of that section or page will show as ‘Complete’. To complete and submit the survey – all validation errors must be answered/corrected.

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**ERRORS** – The homepage of your survey will show if you have errors. You can correct the errors by clicking on the word ‘errors’ which is in red in the sentence that states that status of your survey (this link shows you errors for the entire survey), or you can click on the word ‘errors’ next to the section of the survey reflecting so. Once you are on the error page, you have the opportunity to correct the errors, by clicking the link ‘correct now’, go to the next survey page by clicking ‘correct errors later’, or going back to the survey page you just completed which has errors by clicking ‘back to survey page’.

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HOME
PDF
ADMIN
? HELP
LOGOUT

A
B
C
D
E
F
G
Print
Reports

Not Started
Errors
Started
Complete

### My Test Hospital (609test)

The Following Errors Have Occurred During Validation:

**Section A: Reporting Period**

You've indicated that you were not open for a full year but days open is for a full year. Please re-enter or tell us why this is correct. [Ref. #58399492] Correct now

The reporting period you've entered does not match the days open you've entered. Please re-enter or tell us why this is correct. [Ref. #58399493] Correct now

We are looking for information for your fiscal year 2021. These dates are not valid reporting dates -- please re-enter. [Ref. #58399494] Correct now

Begin date must be in MM/DD/YYYY format. [Ref. #58399496] Correct now

End date must be in MM/DD/YYYY format. [Ref. #58399497] Correct now

We are looking for information for your fiscal year 2021. Please enter the beginning and ending dates of your fiscal year. [Ref. #58399486] Correct now

We are looking for information for your fiscal year 2021. These dates are not valid reporting dates - please re-enter. [Ref. #58399487] Correct now

back to survey page
correct errors later

On some error pages you may have three options to validate: 1.) change your response, 2.) give an explanation or 3.) confirm your response by checking the box indicated. Please only choose one of these options to validate your response.

HOME
PDF
ADMIN
? HELP
LOGOUT

A
B
C
D
E
F
G
Print
Reports

Not Started
Errors
Started
Complete


### My Test Hospital (609test)

**My Test Hospital (609test)**


The following error has occurred during validation:  
**You've indicated that you were not open for a full year but days open is for a full year. Please re-enter or tell us why this is correct. [Ref. #58399492]**


Please correct the answer(s), indicated by <<, to the following question(s).  
**OR** confirm/explain why these values were correct.

**Reporting Period: AHA Reporting**

2a. Were you in operation 12 full months at the end of your reporting period? ☐ Yes ☒ No << 

2b. Number of days open during reporting period:  << 

If you have **NOT** made any changes to the answers above, please **confirm** if your answers were correct here ☐   
**OR** give a brief explanation of the data entered:



\* Answer required

back to survey page
save

**PRINT** – You can print a copy of your current online survey at any point in the survey process. Also, if historical reference is available, you can also retrieve a copy of last year’s submission by clicking on the dropdown button next to the survey year ‘2021’ under ‘Survey Printing’. Then to print last year’s responses, select ‘2020’ and then click ‘Go’.

You may print just one particular section of the survey or the entire survey. To email a PDF copy of the survey to yourself, enter in your email address in the specified box; also select ‘PDF’ as the recommended report format and then click the ‘Go’ button.

Glossary printing is located toward the bottom of the screen. Select a report format and then click the ‘Go’ button.

The screenshot displays the online survey interface for 'My Test Hospital (609test)'. The top navigation bar includes links for HOME, PDF, ADMIN, HELP, and LOGOUT. Below the navigation bar, the 'Print Survey Menu' section is visible. It contains a 'Get Acrobat Reader' icon and a 'Help' link. The 'Survey Printing' section has a dropdown menu for 'Print entire Survey' (set to '2021') and a 'Go' button. The 'Glossary Printing' section has a dropdown menu for 'Print entire Glossary' and a 'Go' button. A 'Back' button is located at the bottom of the page. Red arrows point to the 'Print' button in the top navigation bar, the 'Go' button in the Survey Printing section, and the 'Go' button in the Glossary Printing section.

**Print Survey Menu**

The **Survey Printing** option provides a hardcopy of your online AHA Survey. You can print out the entire Survey, or select a section of the Survey.

The **Glossary Printing** option provides a hardcopy of the help text associated with each question.

Please note that if you want to view the PDF versions (recommended) of these reports, you must have Adobe Acrobat installed on your computer. If you do not have it installed, you can download a free version by clicking on the "Get Acrobat Reader" icon. Each report is customized for your hospital. Depending upon the type of connection you have, it may take a few moments to generate and download. We appreciate your patience.

**Survey Printing**

Print entire Survey ▼ 2021 ▼

-Please select a report format- ▼ Go

**Glossary Printing**

Print entire Glossary ▼

-Please select a report format and press Go- ▼ Go

**Note:** Depending on the version of the browser you use and your PC configuration, the reports generated may be displayed on your browser instead of prompting you to save them. If this is the case and you would like to save the report, please use the browser's File>Save As to save the report (or click on the Save icon). If you would like to print it, please use the browser's File>Print option (or click on the Printer icon).

Troubleshooting Adobe Acrobat (PDF) Files

Back

**Survey Printing**

Print entire Survey ▼ 2021 ▼

PDF (Recommended) ▼ Go

**SUBMITTING YOUR SURVEY** - After you have completed your survey (filled in all the data and corrected all errors) you can now click on the 'submit survey' box on your homepage. If you fill in your data all at once, you are automatically directed to the submit page. Click the 'check to complete' box next to every section of the survey listed and then click on the 'submit survey' button at the bottom of the screen. You will then receive a pop-up box asking you to confirm that you wish to submit. Click 'ok' and your survey will be submitted and you will be redirected to the homepage of your survey. You should now see that every section of your survey has been submitted.

HOMEPDFADMIN? HELPLOGOUT

A B C D E F G

PrintReports

Not StartedStartedErrorsComplete

**My Test Hospital (609test)**

HELLO JANE,

HERE IS THE STATUS OF YOUR SURVEY. THE SURVEY WAS STARTED ON 2/14/2022 1:57 PM, LAST UPDATED ON 2/14/2022 3:33 PM BY JANE DOE, AND IS COMPLETE. **THE SURVEY IS READY FOR SUBMISSION BY THE SURVEY ADMINISTRATOR.** (HISTORICAL REFERENCE IS NOT AVAILABLE.)

Status	Completed	
Survey Name	2021 AHA Annual Survey	
Instructions	To confirm that you are ready to submit your survey, please click on the "Check to complete" box by each section below. Click on the "Submit" button at the bottom of the page. Note: after submitting your survey, you will not be able to modify it again.	
Last Update On	2/14/2022 3:33 PM by Jane Doe	
Created On	2/14/2022 1:57 PM by Jane Doe	

Section	Section A: Reporting Period	Completed, 2/14/2022 3:33 PM <input type="checkbox"/> Check to complete
Page	AHA Reporting	You have answered 2 of 2 questions on this page. Completed, 2/14/2022 2:37 PM
Section	Section B: Organizational Structure	Completed, 2/14/2022 3:33 PM <input type="checkbox"/> Check to complete
Page	Organizational Structure	You have answered 5 of 7 questions on this page. Completed, 2/14/2022 3:33 PM
Section	Section C: Facilities and Services	Completed, 2/14/2022 3:33 PM <input type="checkbox"/> Check to complete
Page	Facilities, Services & Beds	You have answered 1 of 1 questions on this page. Completed, 2/14/2022 3:09 PM
Page	Facilities & Services A..C	You have answered 1 of 1 questions on this page. Completed, 2/14/2022 3:09 PM
Page	Facilities and Services D..L	You have answered 1 of 1 questions on this page. Completed, 2/14/2022 3:33 PM
Page	Facilities and Services M..P	You have answered 1 of 1 questions on this page. Completed, 2/14/2022 3:33 PM
Page	Facilities and Services R..W	You have answered 1 of 1 questions on this page. Completed, 2/14/2022 3:12 PM
Page	Physician Arrangements	You have answered 10 of 17 questions on this page. Completed, 2/14/2022 3:15 PM
Section	Section D: Insurance and Alternative Payment Models	Completed, 2/14/2022 3:33 PM <input type="checkbox"/> Check to complete
Page	Insurance And Alternative Payment Models	You have answered 4 of 4 questions on this page. Completed, 2/14/2022 3:15 PM
Page	Insurance And Alternative Payment Models continued	You have answered 2 of 4 questions on this page. Completed, 2/14/2022 3:16 PM
Section	Section E: Total Facility Beds, Utilization, Finances & Staffing	Completed, 2/14/2022 3:33 PM <input type="checkbox"/> Check to complete
Page	Nursing home unit/facility	You have answered 1 of 1 questions on this page. Completed, 2/14/2022 3:26 PM
Page	Beds & Utilization	You have answered 1 of 1 questions on this page. Completed, 2/14/2022 3:33 PM
Page	Medicare/Medicaid Utilization	You have answered 1 of 1 questions on this page. Completed, 2/14/2022 3:26 PM
Page	Financial, Revenue, Uncompensated Care	You have answered 5 of 5 questions on this page. Completed, 2/14/2022 3:33 PM
Page	Revenue by Payer	You have answered 12 of 17 questions on this page. Completed, 2/14/2022 3:26 PM
Page	Staffing	You have answered 6 of 10 questions on this page. Completed, 2/14/2022 3:26 PM
Section	Section F: Addressing Patient Social Needs and Community Social Determinants of Health	Completed, 2/14/2022 3:33 PM <input type="checkbox"/> Check to complete
Page	Social And Community Health	You have answered 7 of 9 questions on this page. Completed, 2/14/2022 3:30 PM
Section	Section G: Supplemental Information	Completed, 2/14/2022 3:33 PM <input type="checkbox"/> Check to complete
Page	Complete all information and press "Save and Validate" to save the data and check for errors.	You have answered 5 of 9 questions on this page. Completed, 2/14/2022 3:31 PM

cancel

submit



Please click OK to confirm that you would like to submit the survey. Please note that once the survey is submitted you will not be able to change any of your answers.

Please click OK to confirm that you would like to submit the survey. Please note that once the survey is submitted you will not be able to change any of your answers.



Also, if you were to view your homepage instead, you will see that your survey is ready to be submission and the ‘Submit Survey’ button is now available.

HOME

PDF

ADMIN

HELP

LOGOUT

A

B

C

D

E

F

G

Print

Reports

Not Started

Errors

Started

Complete

My Test Hospital (609test)

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Section A: Reporting Period	Completed, 2/14/2022 3:33 PM
Section B: Organizational Structure	Completed, 2/14/2022 3:33 PM
Section C: Facilities and Services	Completed, 2/14/2022 3:33 PM
Section D: Insurance and Alternative Payment Models	Completed, 2/14/2022 3:33 PM
Section E: Total Facility Beds, Utilization, Finances & Staffing	Completed, 2/14/2022 3:33 PM
Section F: Addressing Patient Social Needs and Community Social Determinants of Health	Completed, 2/14/2022 3:33 PM
Section G: Supplemental Information	Completed, 2/14/2022 3:33 PM

Submit Survey

After submitting the survey; you will now see that the message on the homepage has changed to reflect that the survey has been submitted. You will not be able to make any further changes to the survey.

HOME

PDF

ADMIN

HELP

LOGOUT

A

B

C

D

E

F

G

Print

Reports

Not Started

Errors

Started

Complete

### My Test Hospital (609test)

HELLO JANE,

HERE IS THE STATUS OF YOUR SURVEY. PLEASE NOTE THAT THE SURVEY HAS BEEN SUBMITTED AND ACCEPTED IN ITS ENTIRETY. YOU MAY BROWSE THE DATA BY SECTION, BUT YOU WILL NOT BE ABLE TO MAKE ANY CHANGES AT THIS TIME. (HISTORICAL REFERENCE IS NOT AVAILABLE.)

Section A: Reporting Period	Completed, 2/14/2022 3:33 PM
Section B: Organizational Structure	Completed, 2/14/2022 3:33 PM
Section C: Facilities and Services	Completed, 2/14/2022 3:33 PM
Section D: Insurance and Alternative Payment Models	Completed, 2/14/2022 3:33 PM
Section E: Total Facility Beds, Utilization, Finances & Staffing	Completed, 2/14/2022 3:33 PM
Section F: Addressing Patient Social Needs and Community Social Determinants of Health	Completed, 2/14/2022 3:33 PM
Section G: Supplemental Information	Completed, 2/14/2022 3:33 PM

**CHANGES TO DATA** - If you need to make changes after your survey has been submitted, please contact survey support for assistance. Additionally, any relevant data saved in the system after the fielding period will be used as a final submission.



**REPORTS** - Once your survey is submitted, you can now access the reports for your facility by clicking on 'REPORTS' in the top survey toolbar.

**My Test Hospital (609test)**

HELLO JANE,

HERE IS THE STATUS OF YOUR SURVEY. PLEASE NOTE THAT THE SURVEY HAS BEEN SUBMITTED AND ACCEPTED IN ITS ENTIRETY. YOU MAY BROWSE THE DATA BY SECTION, BUT YOU WILL NOT BE ABLE TO MAKE ANY CHANGES AT THIS TIME. (HISTORICAL REFERENCE IS NOT AVAILABLE.)

### Hospital Reports Menu

These reports have been designed and created to give you a comprehensive look at your facility. We hope you find them meaningful and useful.

Please note that if you want to view the PDF versions (recommended) of these reports, you must have Adobe Acrobat installed on your computer. If you do not have it installed, you can download a free version by clicking on the "Get Acrobat Reader" icon. Each report is customized for your hospital. Depending upon the type of connection you have, it may take a few moments to generate and download. We appreciate your patience.

**Profile Report**

-Please select a report format and press Go-

**Summary Report**

-Please select a report format and press Go-

**Trend Report**

-Please select a report format and press Go-

**Peer Report**

The Peer Report will become available on 07/01/2022.

**Note:** Depending on the version of the browser you use and your PC configuration, the reports generated may be displayed on your browser instead of prompting you to save them. If this is the case and you would like to save the report, please use the browser's File>Save As to save the report (or click on the Save icon). If you would like to print it, please use the browser's File>Print option (or click on the Printer icon).

Troubleshooting Adobe Acrobat (PDF) Files

[Back](#)

We hope your online experience is easy. If you have any questions, you may contact us via our survey support help-line at [\(800\) 530-9092](tel:8005309092) or at [surveysupport@aha.org](mailto:surveysupport@aha.org).

THANK YOU FOR YOUR PARTICIPATION!