Welcome to ASCAs Salary and Benefits Survey Benchmarking Portal

Quick Start Guide

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

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 comparisons and run benchmarking reports.

Logging in

- All users will access the benchmarking platform from ASCA's website, using your existing ASCA username and password. The link to the login page is: www.ascassociation.org/SalarySurvey
- Login/Logout of the platform as often as desired, enter your data 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 ACCE support contact information. You can also email asc@ascassociation.org for support requests.

Main Menu

The Main Menu is the access point to navigate through all areas of your survey.

Tab and menu navigation

- **Enter Data** is the tab used for answering all of the questions in the survey.
- **Compare Data** is the tab used for comparing your answers to other participants on a question-by-question basis.
- **Run Reports** is the tab used for downloading dynamic reports containing statistical charts and graphs.

Questions

- Click on the gray question groups to begin entering your data.

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

Main Menu

Current Account: ASC #1
Welcome Intro | My Account | Company Setup | Support | Logout
ASCA Ambulatory Surgery Center Association
Salary and Benefits Survey
Home
Enter Data
Compare Data
Run Reports
Year: 2015
Enter Data
Compare Data
Run Reports
Click on any tab to begin entering data for this ASC location.
If you are responsible for reporting data for more than one ASC, make sure the appropriate ASC Account is listed as the "Current Account" in the dropdown above before entering or updating ANY data.
ASC Profile
» Demographics
» Financial
17 of 17 questions answered
Salaries - Managers
» Medical Director
» Administrator
» Business Office Manager
» Director of Nursing
» Materials Manager
19 of 19 questions answered
Salaries - Clinical & Non-Clinical
» Clinical Positions
» Non-Clinical Positions
15 of 15 questions answered
Benefit Programs
» Employee Benefits
» Family Benefits
» Domestic Partner Benefits
34 of 34 questions answered
You have completed 100% of the questions and will have access to comparisons and benchmarking reports when results are released.
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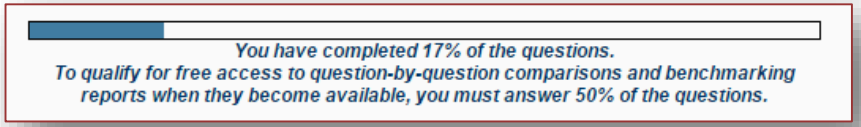
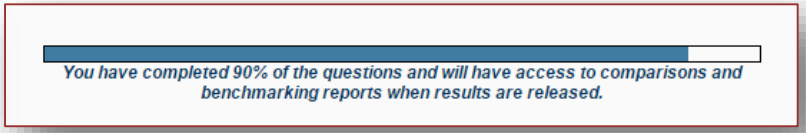
Tracking your Progress

Track your progress by viewing the number of questions that you have answered for each question group.

Track your overall survey progress by viewing the progress bar at the bottom of the gateway page.

- Your progress statement will indicate the minimum percentage completion for accessing comparison and reporting





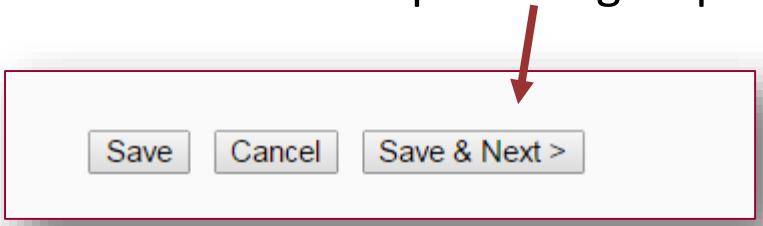
Question Organization

Questions are carefully organized into major categories.

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

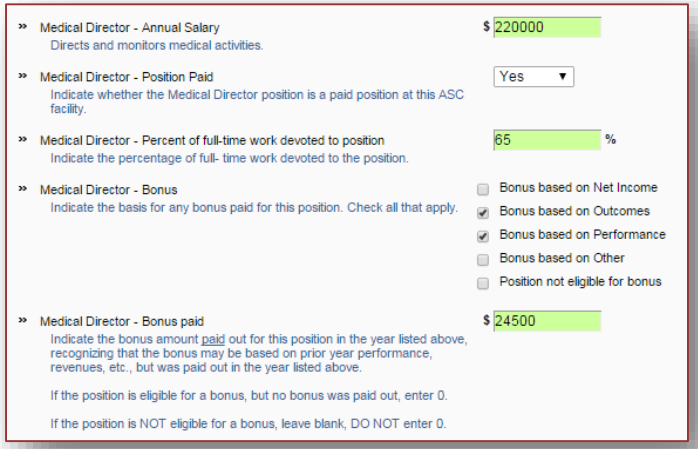
Categories and questions can be selected and answered in any order.

- Inside a question group, use “save & next” to save your responses on the page and move to the next question group within that category.

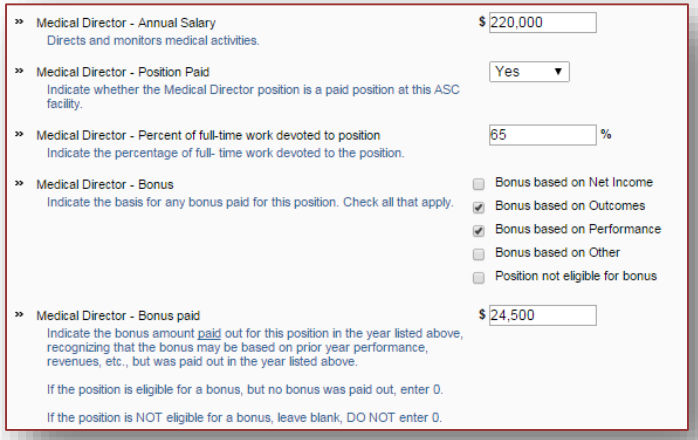


Answering Questions

- 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 a *Save* button on the bottom of every 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).

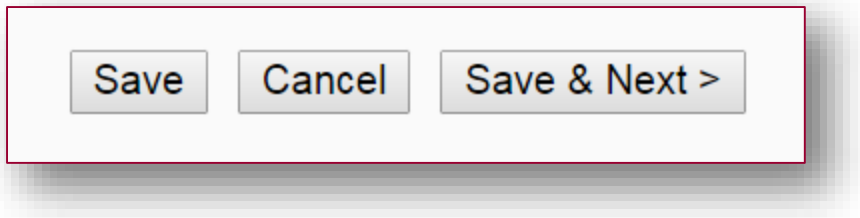


Saving your Data - IMPORTANT

After completing all of the questions applicable to your ASC on a page, be sure to choose a Save option at the bottom of **EVERY** page.

If you enter your responses and click the next tab WITHOUT choosing a save option, your answers on the previous tab will not be saved – you must select a save action at the bottom of EACH page to save your entries.

- Choose ***Save*** to save your answers but stay on this page.
- Choose ***Save & Next*** >to save your answers and proceed to the next question group in this survey section.
- Choose ***Cancel*** to abandon data.



Compare Data and Run Reports

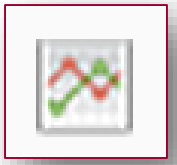
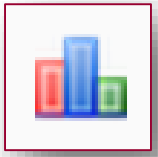
The next section of the guide outlines important information regarding the dynamic comparison, filtering and reporting features of the survey platform.

Access to comparisons and benchmarking reports will be available **after** the data collection period has ended and results are released.

Participants are encouraged to complete as much of the survey as possible. Those completing 50% or more of the survey will have access to question-by-question comparisons and benchmarking reports when released.

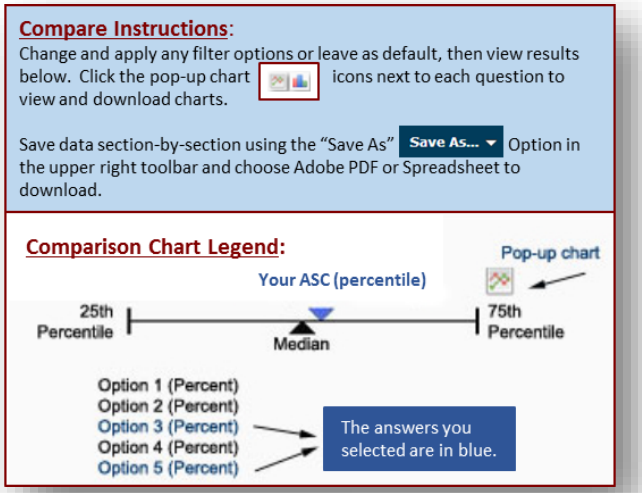
Comparing Your ASC to other ASCs

Click on the ***Compare Data*** tab to access question-by-question comparison data.

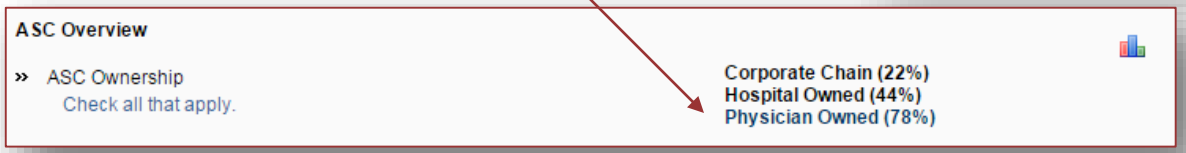
- This menu looks similar to the "Enter Data" tab. Select any gray question group to view question-by-question comparisons
- View on-demand popup charts by clicking on icon
  - For numeric questions, get popup charts by clicking on this icon: 
  - For multiple choice questions, get popup charts by clicking on this icon: 

Line Chart Legend

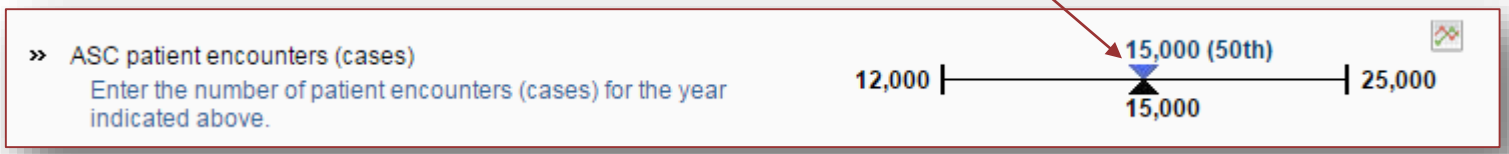
Understanding comparison results:



- Multiple choice questions: View all answer options with their associated percentages. Your answers are indicated in blue.



- Numeric questions: View a line chart displaying the 25th, median and 75th percentiles with your answer shown as a blue arrow above the line.



Filters

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

- Select any filter or combination of filters to compare yourself to a subset of data.
- If your filter selection returns too few accounts, you will see this informational message:

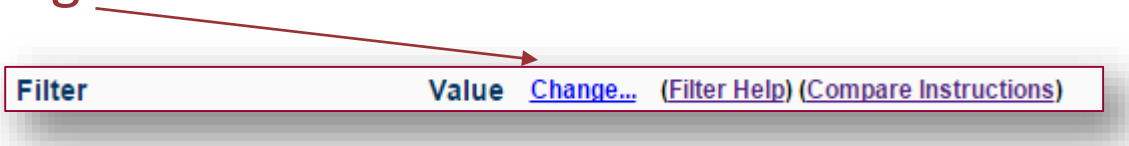
Your filter settings are not currently active, because not enough accounts match the selection.
Results are currently displayed without filter settings.

Anonymity

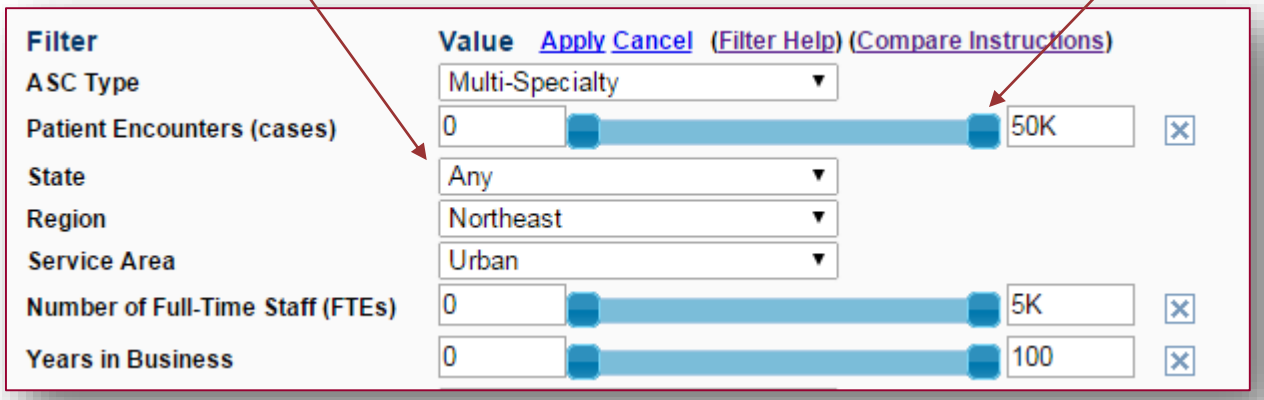
- By limiting the minimum number of accounts returned, it is impossible for account identity to be determined and anonymity of data is always protected.
- If your filters do not return enough accounts, simply change your filter settings by:
  - Widening the range of a numeric filter
  - Turning off a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

Using Filters

Click "Change.." to activate the filters



- Numeric filters: Click Add to activate sliders then use slide bar to set a numeric range by moving the blue squares or enter a number in boxes.
- Multiple choice filters: Choose from the drop down menus.

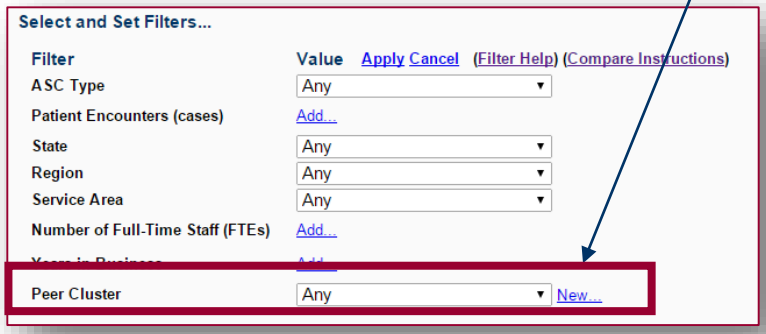


- Once you have selected your filter/filter combinations, click "Apply."

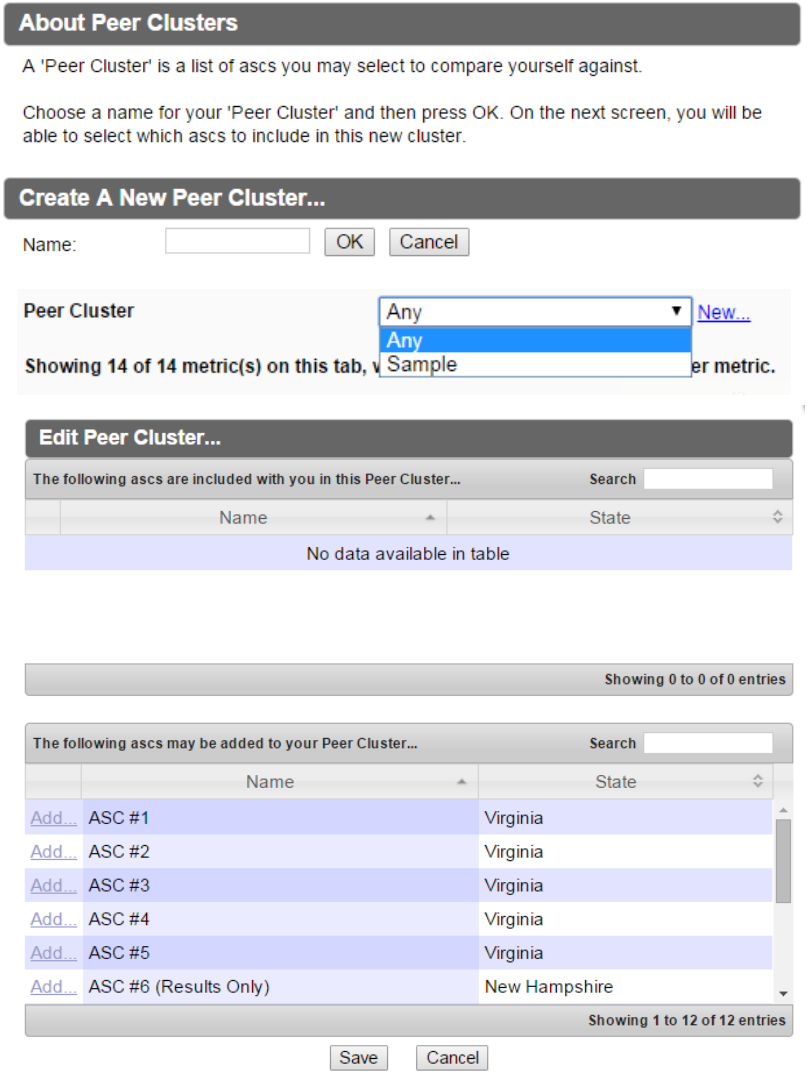
Peer Cluster

Peer clusters allow you to select a group of ASCs by name for comparison.

- You select the ASC by name, but will not see individual data for any account.
- All data is presented in the aggregate, percentile format with a minimum of 5 institutions reporting on any given data point.
- The feature to create a Peer Cluster is found in the “Select and Set Filters” section.



Recommendation: Deactivate filters prior to creating a peer cluster

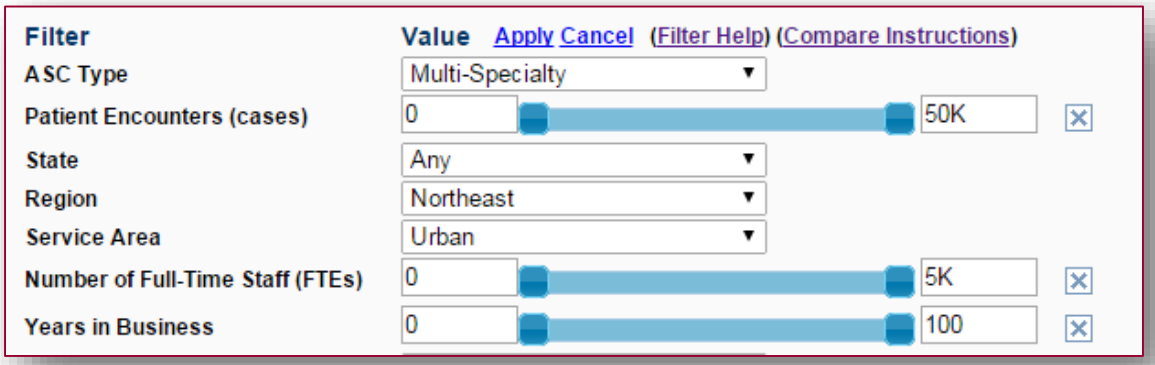


Reports

Click the ***Run Reports*** tab from the Main Menu

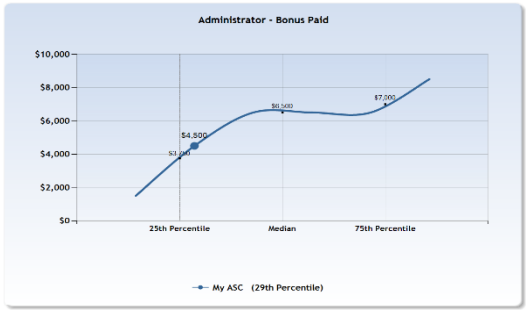
- Choose from a list of downloadable PowerPoint reports that contain dynamically generated benchmarking charts.
- Filter settings from ***Compare Data*** will carry over; however, they can easily be change or modified, if desired.

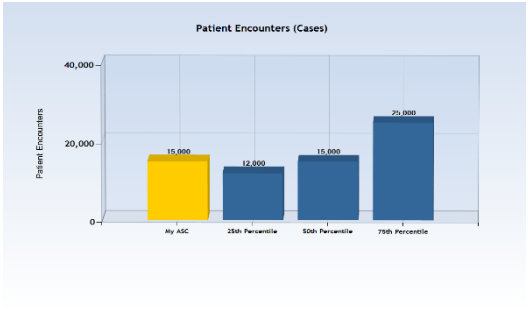
Dynamic Benchmarking Reports can be quickly downloaded, saved to your computer and used to prepare for meetings, capture historical snapshots and share with others.

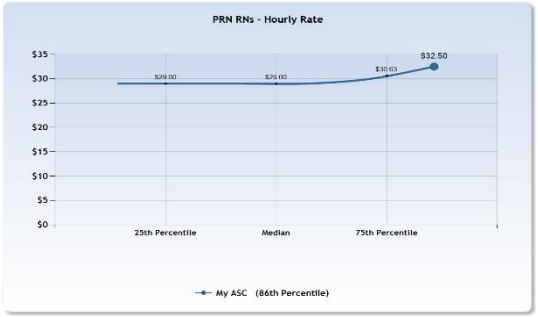


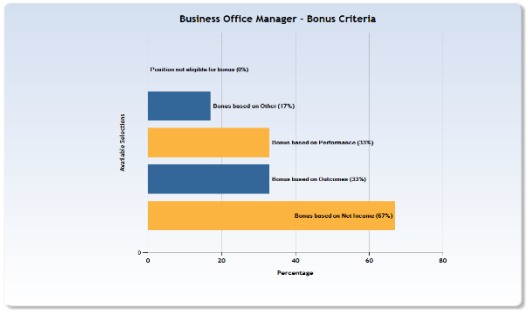
Sample Report Pages

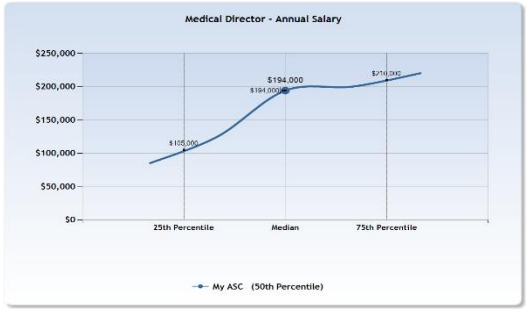
(note that all data displayed is sample data and not reflective of actual survey results)

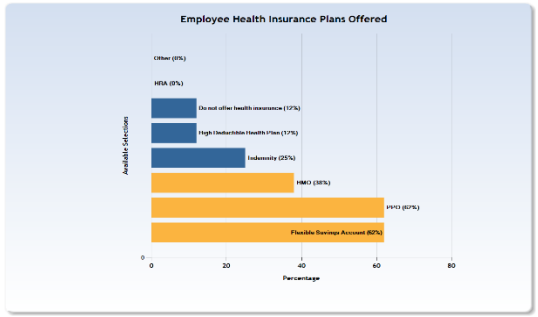


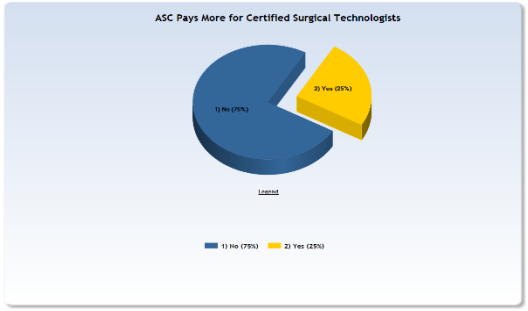


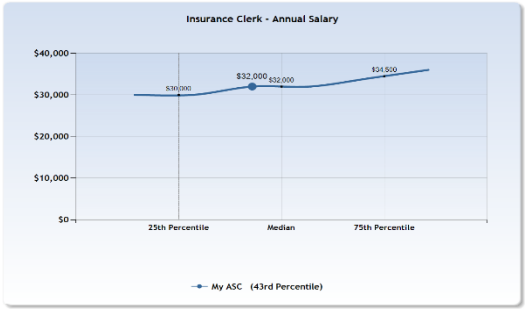


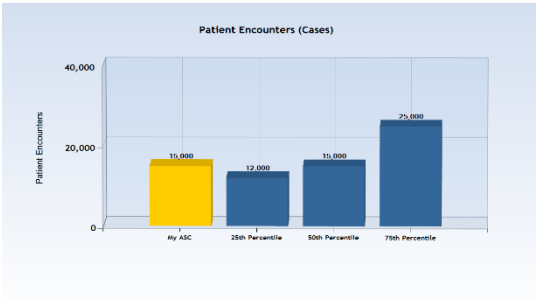






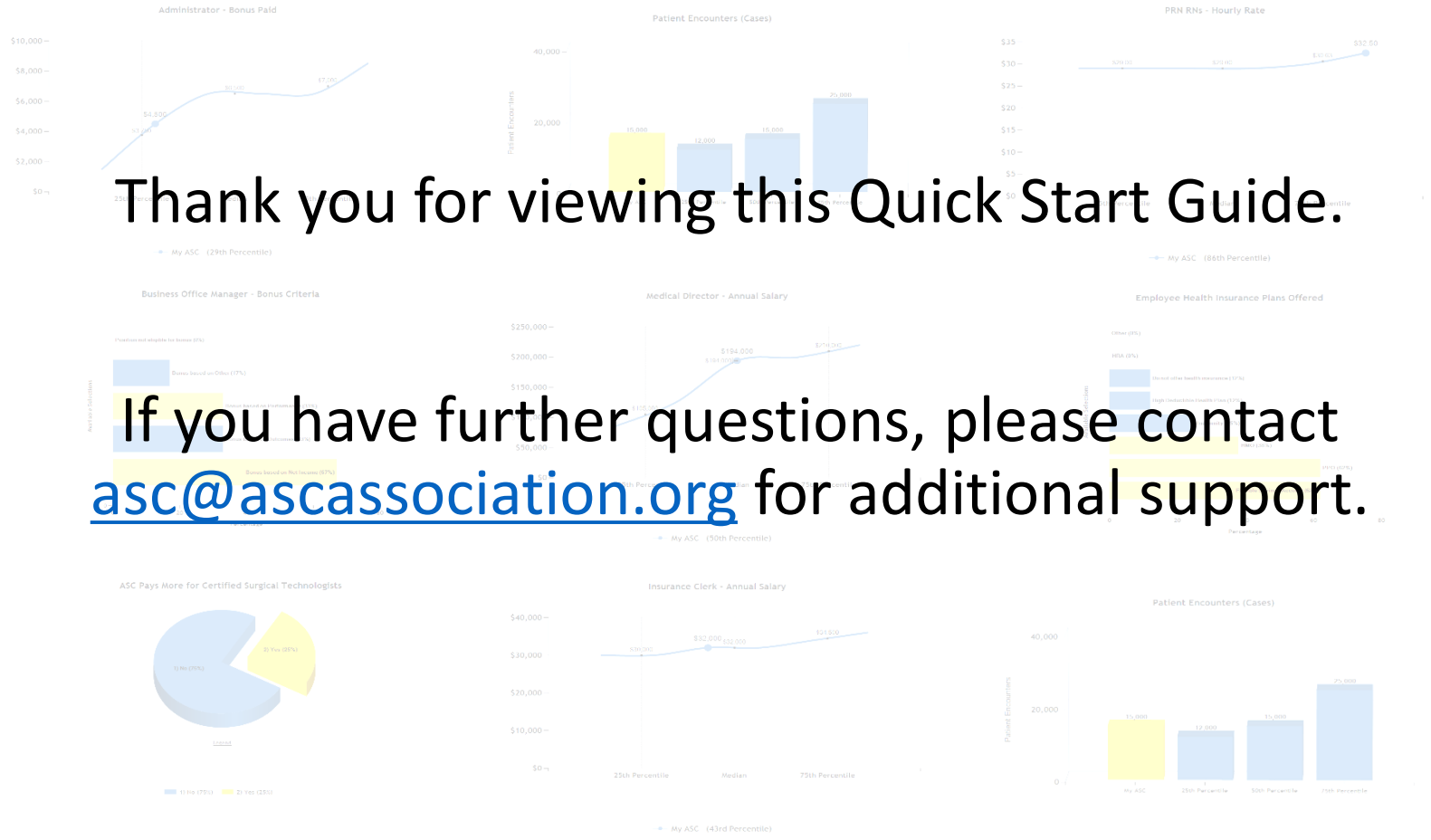






Salary and Benefits Survey

Ambulatory Surgery Center Association



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