

## Welcome to ASCA's Salary & Benefits Survey Benchmarking Portal

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### Results Guide

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

## Comparison Data and Benchmarking Reports

- Participants that complete 40% or more of the survey have FREE access to question-by-question comparisons and benchmarking reports.
- Participants that did not complete 40% of the survey are presented with the option to purchase access to question-by-question comparisons and benchmarking reports.

If you have questions, please contact [asc@ascassociation.org](mailto:asc@ascassociation.org) for additional support.

## Main Menu

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

### Tab and menu navigation

- **Enter Data** is the tab used for answering all of the questions in the survey.
  - You can view your answers, but can no longer change them.
- **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.



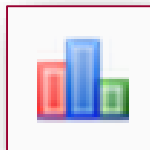
## Comparing ASCs

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:



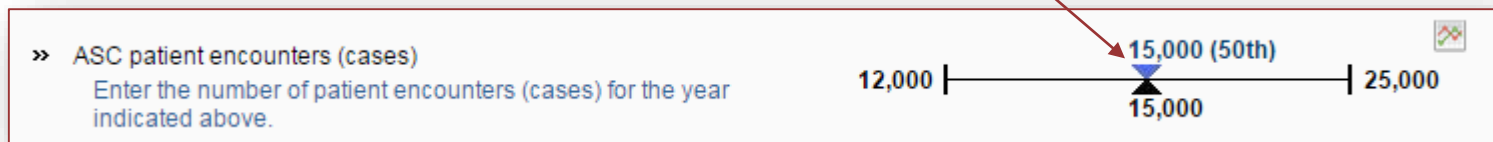
## Line Chart Legend

### 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 25<sup>th</sup>, median and 75<sup>th</sup> 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 to a subset of data.
- If your filter selection returns too few accounts, you will see this informational message:

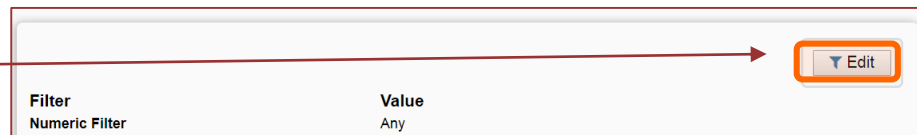
*Your filter settings are not currently active, because not enough accounts match the selection.  
Results are currently displayed without filter settings.*

## Anonymity

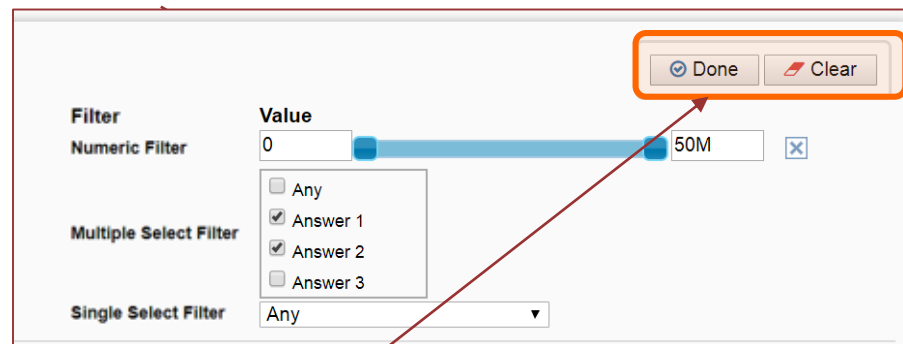
- By limiting the minimum number of accounts returned, it is impossible for account identity to be determined and anonymity of data is always protected.
- If your filters do not return enough accounts, simply change your filter settings by:
  - Widening the range of a numeric filter
  - Turning off a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

## Using Filters

- Click **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.



This screenshot shows the top of the filter interface. On the left, under the heading 'Filter', is a 'Numeric Filter'. On the right, under the heading 'Value', is the text 'Any'. An orange box highlights the 'Edit' button in the top right corner, with a red arrow pointing from the first bullet point of the instructions to it.



This screenshot shows the filter settings panel. It contains three sections: 'Numeric Filter' with a slider set from 0 to 50M and a close button (X); 'Multiple Select Filter' with a list of options where 'Answer 1' and 'Answer 2' are checked; and 'Single Select Filter' with a dropdown menu set to 'Any'. An orange box highlights the 'Done' and 'Clear' buttons in the top right, with a red arrow pointing from the 'Done' button to the corresponding instruction in the list.



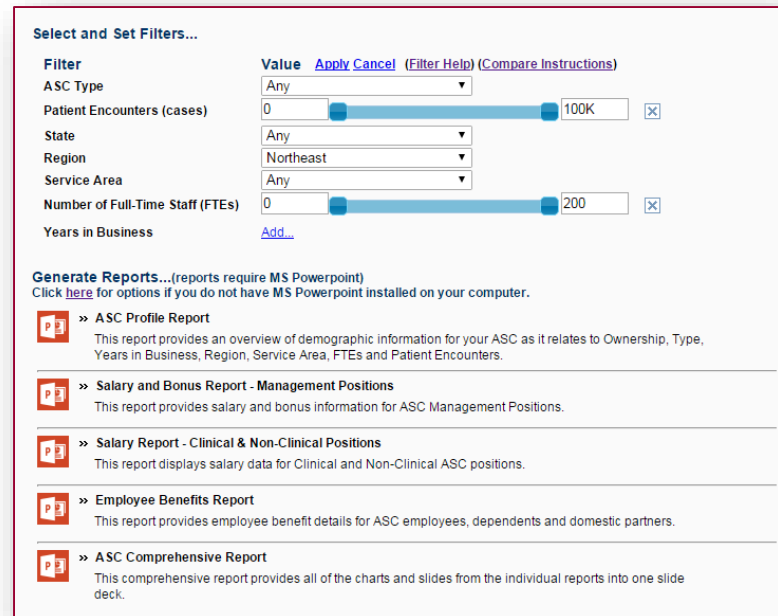
This screenshot shows the bottom of the filter interface. It contains three buttons: 'Edit', 'Save As Favorite...', and 'Filter Help'. An orange box highlights the 'Save As Favorite...' button, with a red arrow pointing from the final bullet point of the instructions to it.

## 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.



**Select and Set Filters...**

Filter      Value    Apply   Cancel    (Filter Help)    (Compare Instructions)

ASC Type    Any    ▼

Patient Encounters (cases)    0    [Slider]    100K    [X]

State    Any    ▼

Region    Northeast    ▼

Service Area    Any    ▼

Number of Full-Time Staff (FTEs)    0    [Slider]    200    [X]

Years in Business    Add...

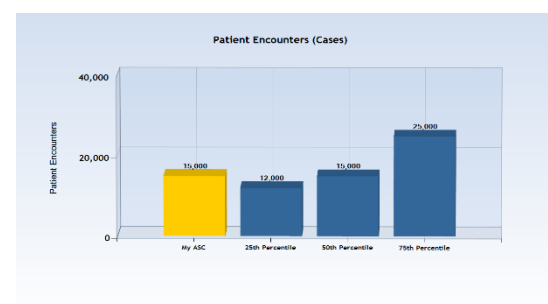
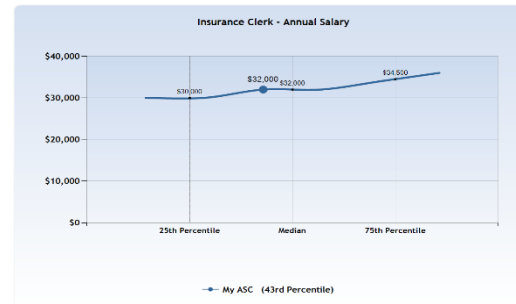
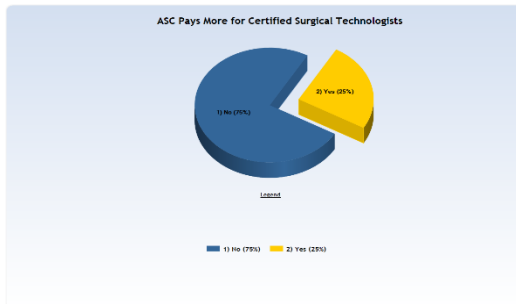
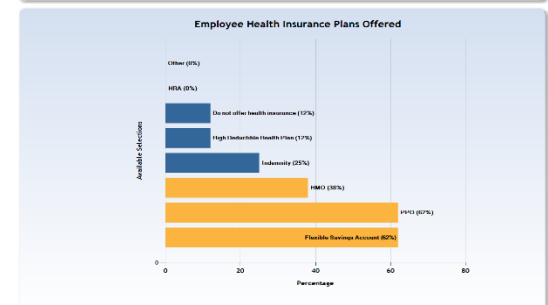
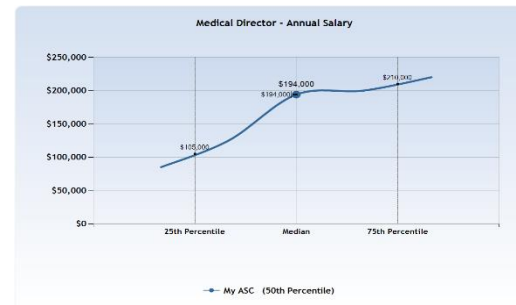
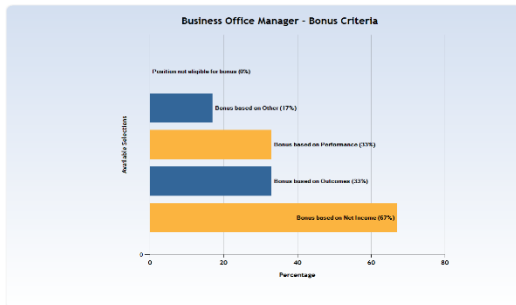
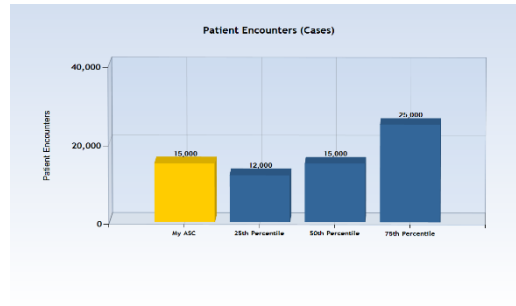
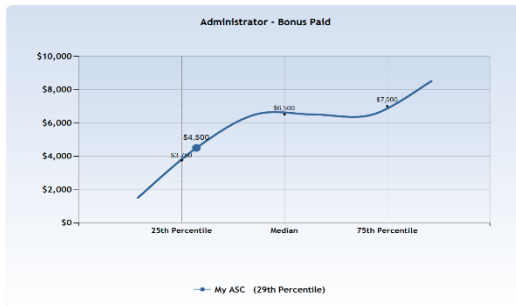
**Generate Reports...**(reports require MS Powerpoint)  
Click [here](#) for options if you do not have MS Powerpoint installed on your computer.

- ASC Profile Report**  
This report provides an overview of demographic information for your ASC as it relates to Ownership, Type, Years in Business, Region, Service Area, FTEs and Patient Encounters.
- Salary and Bonus Report - Management Positions**  
This report provides salary and bonus information for ASC Management Positions.
- Salary Report - Clinical & Non-Clinical Positions**  
This report displays salary data for Clinical and Non-Clinical ASC positions.
- Employee Benefits Report**  
This report provides employee benefit details for ASC employees, dependents and domestic partners.
- ASC Comprehensive Report**  
This comprehensive report provides all of the charts and slides from the individual reports into one slide deck.



## Sample Report Pages

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



# Salary and Benefits Survey

