

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.*

2020 Survey Updates

Home Page Updates

- Quarterly reporting sections have been consolidated into one Overall Reporting (All ASCs) section. Every ASC should complete these sections.
- These questions are the same as previous years with minor updates in 2020.



Overall Reporting (All ASCs)

- ☐ I: Volume
- ☐ II: Quality
- ☐ III: Operational
- ☐ IV: Outcomes
- ☐ V: Complications
- ☐ VI: Staffing
- ☐ VII: Financial
- ☒ Review Data

New Sections Added to support ASCs performing Total Hip, Knee and Shoulder Joint and Complex Spine Procedures

- If your ASC does not perform these procedures, simply **SKIP THESE SECTIONS!**
- If your ASC DOES perform these procedures, enter details for just these types of procedures in this section.



Total Hip, Knee, Shoulder Joint Reporting

- ☐ I: Volume - Total Joint
- ☐ II: Quality - Total Joint
- ☒ Review Data - Total Joint



Complex Spine Reporting

- ☐ I: Volume - Complex Spine
- ☐ II: Quality - Complex Spine
- ☒ Review Data - Complex Spine

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.

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.

ASCA^{Clinical} & Operational Benchmarking Survey

- 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.

ASCA Benchmarking

ASCA Benchmarking is ASCA's online clinical and operational benchmarking program that produces valuable data about your ASC that you can compare with national performance statistics on clinical outcomes, staff indicators, billing performance and much more.

The 2016 survey has been upgraded to include several new features, such as dynamic filtering capabilities, streamlined data entry and real-time results.

The data collection period for clinical and operational benchmarking for the first quarter (Q1) of 2016 will open on April 1 and close April 30.

Log into the portal via the link below:

Log In

Login Required

To access this page, please log in below.

All ASCA members already have an account and password. If you've never logged in before, your default password is your last name (case sensitive). For example, Jane O'Connell would use "O'Connell" to login and not "oconnell."

login

e-mail address

password

Go

☐ remember me
forgot your password?

Don't Have an Account?


All ASCA members have an account. If you've never logged in before, your default password is your last name (case sensitive).

Not in our database? [Create an Account](#)

If you are not a member of the association, please create a [Non-Member Guest Account](#).

ASCA^{Clinical} & Operational Benchmarking Survey

Welcome Message displayed at Login



Welcome to ASCA's Clinical & Operational Benchmarking Survey!

Download the [Quick Start Guide here](#) for important information and updates to the site and reporting.

Reporting Period	Data Collection Open	Reports Available
First Quarter (Q1) – January 1 – March 31	April 1 – April 30	May 15 th
Second Quarter (Q2) – April 1 – June 30	July 1 – July 31	August 15 th
Third Quarter (Q3) – July 1 – September 30	October 1 – October 31	November 15 th
Fourth Quarter (Q4) – October 1 – December 31	January 1 – January 31	February 15 th


All opening and closing times are based on eastern standard time.

Be sure to visit the Support page for additional information and resources (the link to the support page is located in the upper right hand corner of the site and will be accessible after closing this window).

Email the Support team with any questions at: asc@ascassociation.org.

[Continue](#)

Download Quick Start Guide



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.

Main Menu

Tab and menu navigation

- **Enter Data** is the tab used for answering all of the questions in the survey.
- **Run Reports** is the tab used for downloading dynamic reports containing statistical charts and graphs.

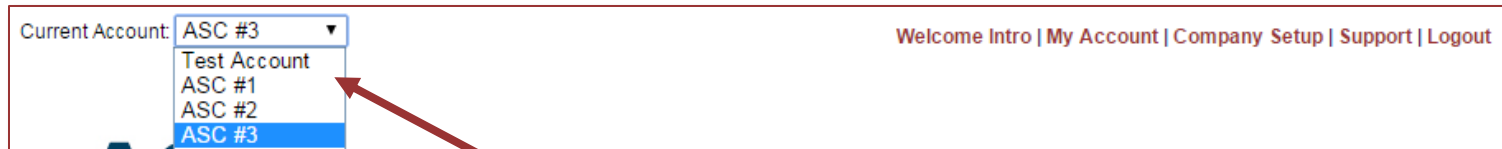
Questions

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

The screenshot displays the main menu of the ASCA Clinical & Operational Benchmarking Survey. At the top, the ASCA logo is prominently featured. Below the logo, a navigation bar includes links for 'Home', 'Enter Data', 'Run Reports', and a 'Year: 2019' dropdown menu. A 'Q1' dropdown is also visible. A 'Download' icon is located on the right side of the page. The main content area is divided into two sections: 'Annual Metrics' for the year 2019 and 'Quarterly Metrics' for Q1 2019. Under 'Annual Metrics', there is a section for 'ASC Profile (REQUIRED)' with a sub-link for 'Profile and Demographics'. Under 'Quarterly Metrics', there are three reporting categories: 'Overall Reporting (All ASCs)' with sub-links for Volume, Quality, Operational, Outcomes, Complications, Staffing, Financial, and Review Data; 'Total Hip, Knee, Shoulder Joint Reporting' with sub-links for Volume - Total Joint, Quality - Total Joint, and Review Data - Total Joint; and 'Complex Spine Reporting' with sub-links for Volume - Complex Spine, Quality - Complex Spine, and Review Data - Complex Spine. A footer at the bottom states 'Powered by Dynamic Benchmarking, LLC. All rights reserved. Terms of Use'.

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.

A screenshot of a web application header. On the left, it says "Current Account:" followed by a dropdown menu. The dropdown menu is open, showing four options: "Test Account", "ASC #1", "ASC #2", and "ASC #3". The "ASC #3" option is highlighted in blue. A red arrow points from the text box below to the dropdown menu. On the right side of the header, there is a navigation bar with links: "Welcome Intro | My Account | Company Setup | Support | Logout".

Current Account: ASC #3 ▼
Test Account
ASC #1
ASC #2
ASC #3

Welcome Intro | My Account | Company Setup | Support | Logout

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

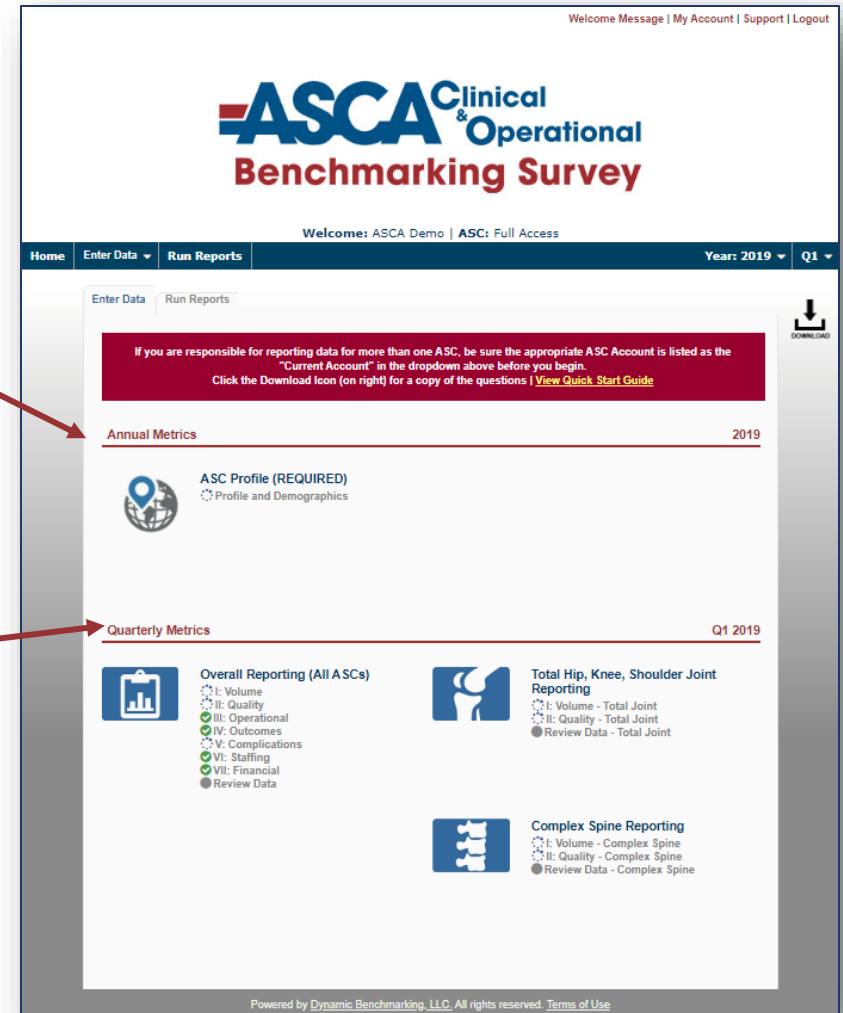
Main Menu

Annual Metrics —






Profile Data is REQUIRED and will need to be entered and/or updated annually, but can be edited anytime during the calendar year, if necessary.

Quarterly Metrics —

Quarterly data will be entered/added each quarter and cannot be changed once the quarterly data collection period ends.



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 (e.g., My Results Summary).



*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.*

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.

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 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).

» 1. Number of admissions that experience a fall within the ASC

▶ Help Text:

» 1. Number of admissions that experience a fall within the ASC

▼ Help Text:

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.

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

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.

3

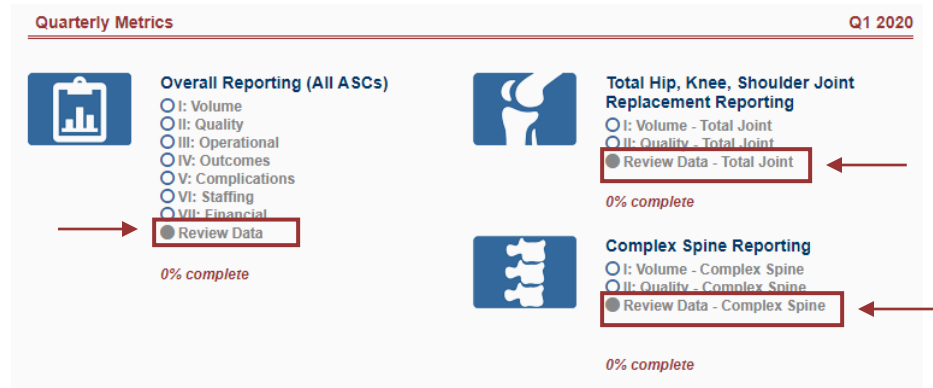
» 2. Number of admissions that experience a burn prior to discharge from the ASC

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).

1

“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:

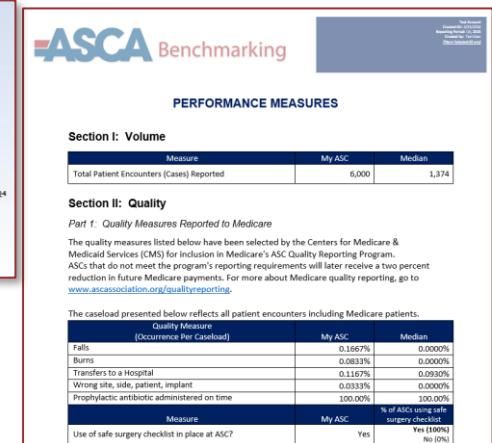
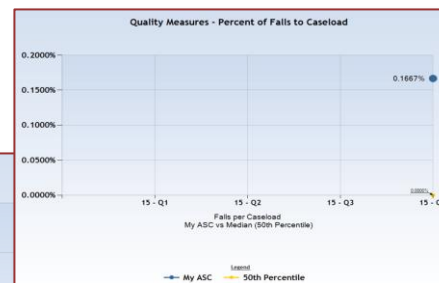
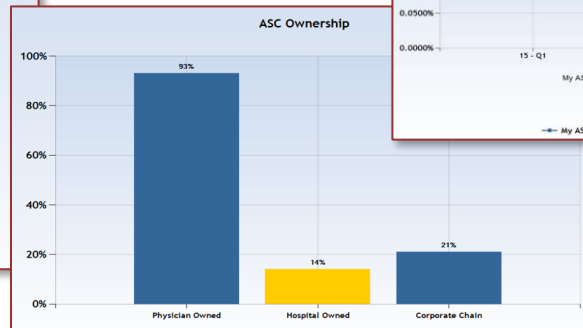
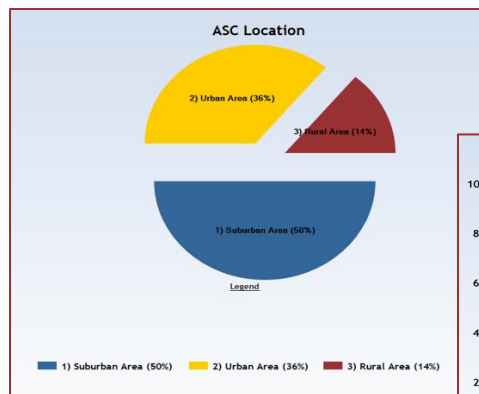


- These measures display the calculations used as well as provide insight into how the measurement would be used to benchmark your ASC’s overall performance.

Run 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:

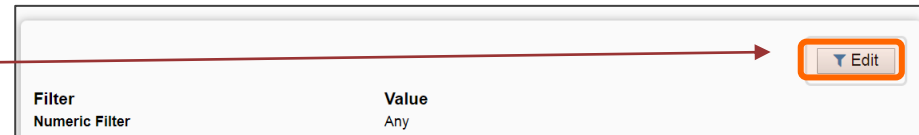
*Your filter settings are not currently active, because not enough accounts match the selection.
Results are currently displayed without filter settings.*

Anonymity

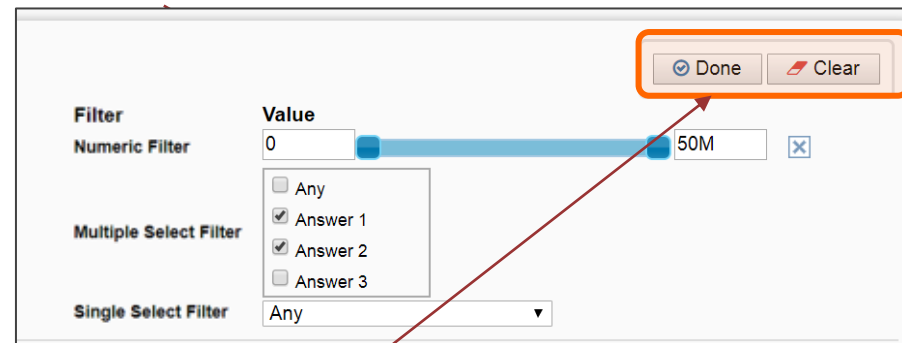
- By limiting the minimum number of accounts returned, it is impossible for account identity to be determined and anonymity of data is always protected.
- If your filters do not return enough accounts, simply change your filter settings by:
 - Widening the range of a numeric filter
 - Turning off a filter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

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 configuration panel. It has three sections: 'Numeric Filter' with a slider from 0 to 50M and an 'X' button; 'Multiple Select Filter' with checkboxes for 'Any', 'Answer 1', 'Answer 2', and 'Answer 3'; 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 'When you have the filter settings you desire...' instruction.



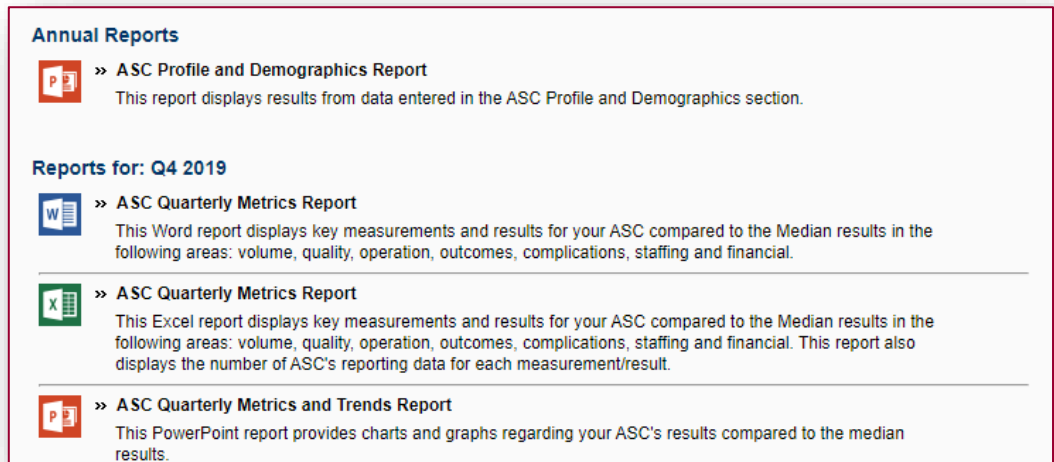
This screenshot shows the bottom of the filter interface. It contains three buttons: 'Edit', 'Save As Favorite...', and 'Filter Help'. An orange box highlights the 'Save As Favorite...' button, with a red arrow pointing from the 'Once you have found a filter setting that works for you, save it as a filter favorite...' instruction 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 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.






The screenshot displays a web interface for downloading reports. It is divided into two main sections: 'Annual Reports' and 'Reports for: Q4 2019'. The 'Annual Reports' section contains one item: 'ASC Profile and Demographics Report', which is a PowerPoint report displaying results from the ASC Profile and Demographics section. The 'Reports for: Q4 2019' section contains three items: 'ASC Quarterly Metrics Report' (Word report), 'ASC Quarterly Metrics Report' (Excel report), and 'ASC Quarterly Metrics and Trends Report' (PowerPoint report). Each item includes a description of the report's content. A red arrow points from the text 'used to prepare for meetings' in the preceding paragraph to the 'ASC Quarterly Metrics Report' (Word) item in the screenshot.

Annual Reports

-  » **ASC Profile and Demographics Report**
This report displays results from data entered in the ASC Profile and Demographics section.

Reports for: Q4 2019

-  » **ASC Quarterly Metrics Report**
This Word report displays key measurements and results for your ASC compared to the Median results in the following areas: volume, quality, operation, outcomes, complications, staffing and financial.
-  » **ASC Quarterly Metrics Report**
This Excel report displays key measurements and results for your ASC compared to the Median results in the following areas: volume, quality, operation, outcomes, complications, staffing and financial. This report also displays the number of ASC's reporting data for each measurement/result.
-  » **ASC Quarterly Metrics and Trends Report**
This PowerPoint report provides charts and graphs regarding your ASC's results compared to the median results.

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

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		
<p>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.</p> <p>The caseload presented below reflects all patient encounters including Medicare patients.</p>		
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

ASCA^{Clinical} & Operational Benchmarking Survey

