

## PSCS CSV Submission Technical Guide

### Overview

The purpose of this document is to provide technical guidance for submission of PSCS Survey Data without using the Excel Tool that is provided by AHCA.

The survey intake system expects the data to be submitted in a comma-separated (CSV) format.

This document will provide details on the format of the file. This information is useful for organizations that wish to submit their data without using the Excel Tool. In scenarios where multiple files need to be submitted it may be more efficient for organizations to create internal tools that automatically format the data for submission rather than using the Excel Tool which requires additional steps in order to prepare the data for uploading to AHCA's intake system.

### General Format Tips

The picture below shows an example of a Hospital Survey CSV submission file.

	A	B	C	D	E	F	G	H
1	AHCA Hospital Survey 2022							
2	SiteID	UniqueID	SP	WA	A1	A2	A3	A4
3	1	308	2	8	5	2	4	4
4	1	309	1	4	4	1	1	1
5	1	310	4	5	2	5	5	2
6	1	311	2	4	5	2	1	3
7	1	312	2	4	2	3	2	4
8	1	313	3	2	1	3	1	2

The first row contains the text “AHCA Hospital Survey 2022.” This is a “key” that is used by the intake system to ensure that the file submitted matches the expected file type.

The second row contains header information. The headers are expected to match the file specification provided by AHCA for the respective surveys – i.e. Hospital or Ambulatory Surgery Center. Please visit the PSCS Landing Page on the AHCA website for more information on the survey specifications.

The third and subsequent rows contain the actual survey data. Again, we refer you to the file specifications on the PSCA Landing Page for details about the acceptable responses to each survey question and the corresponding columns that are expected in the submission file.

Each column should be separated from the next column by a comma. Data should not be in single or double quotations. If a value is missing for a given column the missing column should be empty and a comma should follow.

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Example:

1,1,1,,2,2,2,2,,3.....

In this example column 4 and 9 having missing data.

Each row should end with a “new line” character.

### File Keys

The current file keys (row 1 in the CSV) are as follows for the two survey types:

Ambulatory Surgery Center key = **AHCA ASC Survey 2022**

Hospital Survey key = **AHCA Hospital Survey 2022**

### Sample Files

The following sample files show the correct format for each survey type.



ASC01PASS.csv



HOSPQUICK.csv