

ASC Data Entry Tool Guide

Link to ASC Data Entry Tool

https://ahca.myflorida.com/content/download/22053/file/3130-8017A_October2022.xlsm

Link to ASC Survey

https://ahca.myflorida.com/content/download/22054/file/ASC_Patient_Safety_Culture_Survey_AH_CA_Form_3130-8017_October22.pdf

Entering the data within the tool

1. **Site ID:** This is a unique identifier for each location you are submitting data for, if you are providing data from multiple locations. You may use the AHCA file number as the Site ID or any other naming convention. Be sure to keep the Site ID consistent for data collected at a particular location.

SiteID	Unique ID
100023	
100023	
100023	
100023	
100023	
100034	
100034	
100034	
100034	

2. **Unique ID:** This is a unique identifier for each individual survey. You can use any naming convention you wish such as 1,2,3,4 or A, B, C, D. Remember the surveys are to be anonymous so the unique ID should not correspond to any sort of identifier such as employee number or social security number etc.

SiteID	Unique ID	A1
100023	1	
100023	2	
100023	3	
100023	4	
100023	5	

3. **Sections A-H:** The survey is divided into sections A-H. Within each section, questions are numbered. Enter the survey response in the corresponding lettered and numbered field.

SECTION A							
SiteID	Unique ID	A1	A2	A3	A4	A5	A6
100029	1	2	3	3	3	2	2
100029	2	3	3	4	3	4	2
100029	3	5	4	4	5	3	3
100029	4	3	2	2	3	3	4
100029	5	4	5	4	5	5	3

4. Section J: Section J is the field that you will enter the response to the CARE question. The CARE section is not lettered within the survey, but it is located between Section G and Section H. Be careful when inputting your data, especially if you are copying and pasting from your AHRQ survey. The CARE question is not part of the AHRQ survey. This is a Florida PSCS specific question.

SECTION H		SECTION J
H1	OTHER SPECI	J1
		3
		3
		4
		3
		5