

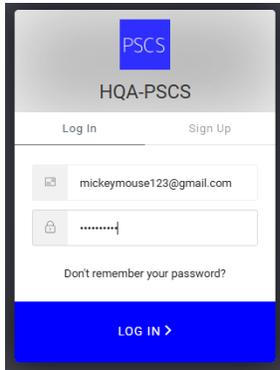
Survey Submission

Survey submission window June 1, 2025- August 31, 2025

1. Click on the PSCS link:

<https://apps.ahca.myflorida.com/pscs>

2. Log Into the PSCS system



3. From your dashboard, select the facility you are uploading data for by selecting

[View Details](#)

4. From the facility profile page, under the Surveys section, select View Details from the open 2025 survey

PSCS-Ambulatory Surgery Center	2025	Open	View Details
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5. Click Submit Survey

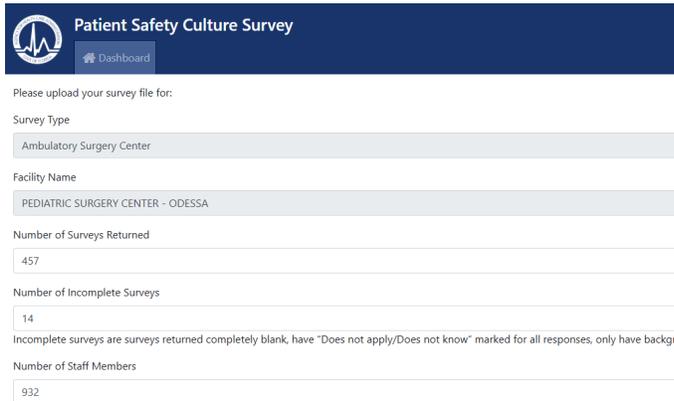
PSCS-Ambulatory Surgery Center

[Submit Survey](#)

Surveys Submitted

No submissions for this survey

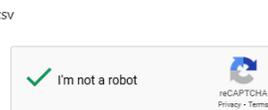
6. Enter the number of surveys returned, the number of incomplete surveys returned and the total number of staff at your facility



The screenshot shows the 'Patient Safety Culture Survey' dashboard. At the top left is a logo with a heart and ECG line. To its right is the text 'Patient Safety Culture Survey' and a 'Dashboard' button. Below this, it says 'Please upload your survey file for:'. The 'Survey Type' is 'Ambulatory Surgery Center'. The 'Facility Name' is 'PEDIATRIC SURGERY CENTER - ODESSA'. The 'Number of Surveys Returned' is '457'. The 'Number of Incomplete Surveys' is '14'. Below these fields is a note: 'Incomplete surveys are surveys returned completely blank, have "Does not apply/Does not know" marked for all responses, only have backgro'. At the bottom, the 'Number of Staff Members' is '932'.

7. Click [Choose File](#) and search within your computer for your saved .CSV survey data file.

8. Select the .CSV file for upload and check the



9. Click [Submit Survey](#)

10. The survey has been successfully submitted, confirmation email of accepted survey should be received within 3 days.

Submission Received!

The response rate for your survey was 62.50%

Note: Response rate is calculated as the number of returned surveys minus the number of incompletes, divided by the number of staff members who received the survey.

Your Patient Safety Culture Survey submission is being processed. You will receive a confirmation email of an accepted survey submission for your records within 3 business days.

If you have not received your confirmation email within 3 business days please email:

PSCS@ahca.myflorida.com

Thank you.

11. To view your updated Dashboard and confirm survey submission, click Dashboard



12. Click [View Details](#) for the facility survey you wish to confirm.

The screenshot shows the 'Patient Safety Culture Survey' dashboard. At the top, there is a navigation bar with a home icon, 'Dashboard', and links for 'Go to AHCA's Home Page', 'Help', and 'Log Out'. Below the navigation bar, the 'Facilities' section is active, with an 'Add Facility' button. A table lists three facilities, each with a 'View Details' button.

Facility Name	License Number	File Number	Provider Type	
PEDIATRIC SURGERY CENTER - ODESSA	1297	14960656	AMBULATORY SURGICAL CENTER	View Details
FLAGLER HOSPITAL	3665	100219	HOSPITAL	View Details
OCALA EYE SURGERY CENTER, INC.	882	246	AMBULATORY SURGICAL CENTER	View Details

12. The facility profile within the dashboard will appear. Click [View Details](#) for the open survey.

The screenshot shows the 'Patient Safety Culture Survey Facility' profile page. It includes fields for License Number (3665), File Number (100219), Facility Name (FLAGLER HOSPITAL), and Provider Type (HOSPITAL). Below this, the 'Surveys' section contains a table with three survey entries, each with a 'View Details' button. The 'Users' section contains a table with two user entries, each with a 'View Details' button.

License Number: 3665
File Number: 100219
Facility Name: FLAGLER HOSPITAL
Provider Type: HOSPITAL

Surveys

Survey Name	Survey Year	Survey Status	
Hospital Survey	2022	Closed	View Details
PSCS-Hospital	2025	Closed	View Details
PSCS-Hospital Survey	2025	Open	View Details

Users

First Name	Middle Name	Last Name	Email Address	User Status	
Erika	J	Pearce	Erika.Pearce@ahca.myflorida.com	Admin	View Details
Erika	J	Pearce	tdpearce64@yahoo.com	Admin	View Details

13. You will now see the survey was successfully submitted.

The screenshot shows the 'Patient Safety Culture Survey' dashboard. At the top, there is a navigation bar with a home icon, 'Dashboard', and links for 'Go to AHCA's Home Page'. Below the navigation bar, a green banner indicates 'Survey is locked'. The 'PSCS-Hospital Survey' section has an 'Unlock Survey' button. The 'Surveys Submitted' section contains a table with one entry.

Survey is locked

PSCS-Hospital Survey

[Unlock Survey](#)

Surveys Submitted

Date Submitted	Submitter	Survey Status
1/16/2025 2:18:48 PM	Erika Pearce	Accepted