

HHCAHPS Coordination Team Quarterly Review

January 2018

Welcome to the January 2018 issue of the Home Health Care CAHPS (HHCAHPS) Coordination Team Quarterly Review (CTQR)! These newsletters are posted on the HHCAHPS website under the General Information tab. Please visit the HHCAHPS website for more information on the items mentioned in this newsletter: <https://homehealthcahps.org>.

Special Topic Issue

- This issue focuses on helping home health agencies (HHAs) understand how to monitor their HHCAHPS Survey vendors' data submissions to the HHCAHPS Data Center.
- HHAs are responsible for regularly monitoring their *Data Submission History Reports* to confirm whether their survey vendor has successfully submitted their data. Only data files that have been successfully submitted show up on these Reports. If HHAs do not see data files that should have been submitted, they should contact their survey vendor immediately.

How to access the Data Submission History Reports:

- Log into the HHCAHPS website.
- On the HHA Dashboard, click on the "View Data Submission Reports" link under the Data Submission header. *OR*, click on the "Data Submission Reports" link under the "For HHAs" menu tab.
- Select filters to view a customized *Data Submission History Report*. Available filters include "HHA" (which is important if the user has access to multiple CCNs) and "Sample Date Range" (which corresponds to the time frame the user wants to view, by the **start** sample month and year and the **end** sample month and year).
- Click "Show Report."

Important Items to Note

- Next data submission deadline: **January 18, 2018**.
- Introduction to HHCAHPS Survey Training Sessions: **January 30** (Session 1) and **January 31, 2018** (Session 2). Both sessions will run 1:00–5:00 pm ET.
- Update Training Session: **February 2, 2018**, 12:00–2:00 pm ET.
- Registration for these sessions can be accessed [on the HHCAHPS site](#).

Example Data Submission History Report

Home Health Care CAHPS Survey
The official website for news and information about the HHCAHPS Survey

Home HHA Dashboard General Information Training Forms for Vendors Survey and Protocols Data Submission For HHAs

You are here: For HHAs » Data Submission Reports

Data Submission History

HHA: <Show All HHAs>

Sample Date Range: Start Month: 1 End Month: 12
Start Year: 2016 End Year: 2016

Show Report

Export to Excel

Vendor	Sample Year	Sample Month	CCN #	Filename	Submission Date	# of Patients Sampled	# of Complete Responses	# of Incomplete Responses	Validation Status
RTI Test Vendor	2016	Jun	999999	2016-06-HHCAHPS-999999.xml	10/19/2016	165	60	0	Passed
RTI Test Vendor	2016	May	999999	2016-05-HHCAHPS-999999.xml	10/19/2016	183	67	0	Passed
RTI Test Vendor	2016	Apr	999999	2016-04-HHCAHPS-999999.xml	10/19/2016	167	60	0	Passed
RTI Test Vendor	2016	Mar	999999	2016-03-HHCAHPS-999999.xml	07/20/2016	164	60	0	Passed

Number of records = 4