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:**

1. Log into the HHCAHPS website.
2. 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.
3. 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).
4. Click “Show Report.”

**Example Data Submission History 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.