

Survey Notices

Survey Do's and Don'ts

Four (4) help features are provided throughout this survey to assist you in completing the survey.

- The HELP
 - The Message Center
 - General Information and Technical Information
 - Error Messages (Red Asterisks or Message Box) The red asterisk will appear next to a question if you answer a question incorrectly and the Message Box will appear after you have validated the Section using the MENU or NEXT SECTION buttons.
- --For most facilities, some fields have been populated for you from data you submitted on the previous year's Long Term Care Survey. These fields are locked and you will not be permitted to change them. If you have any questions or comments, or want to change the pre-loaded data, please email us by using the *Message Center* utility on the screen. Documentation may be requested to support any change required. We do not populate fields for new facilities or facility doing the survey for the first time.
- On Section 6 Financial Information of the survey the **Fiscal Year** has been populated for each facility. If your **Fiscal Year** changed due to change of ownership, etc..., please contact us by using the *Message Center* utility on the screen.
- --When entering numbers, revenue, or charges, only enter whole numbers and do not enter commas or periods. For revenue and charges *DO NOT* enter cents.
- --Two or more people can go into the survey at one time, but, to assure that no data will be lost, not in the same section.
- --Don't use the browser's BACK button, left or right ARROWS to navigate the survey.
- --Don't use the X button to close the web browser until you have logged out of the survey.
- --Do use the Navigation buttons within the survey to go from section to section. The Cancel button to save the data entered but not validate the data, and to take you to the Survey Menu, the Menu button will validate and save the data and take you to the Menu (if no errors are found), and the Next Section button to save and validate the data and take you to the next section of the survey.

- --Do use the Print Survey button to print a copy of your survey before you begin the survey to know the questions you are required to complete and to print a copy after you have completed your survey.
- --Do use the Print Survey Submittal Receipt button to print your confirmation that the survey has been submitted or to print the current status of your survey if it has been *Rejected* or *Accepted*.
- --This web site uses popup windows for many of the features including Help screens. If you are running "Popup Blocker" software on your browser, your browser may not allow the window to open automatically. However, you will receive a message indicating that a popup window has been found and will ask you if you want to open it. Respond by clicking "Yes" or "Open" or "Allow" to see the window. If you try to print the survey and it did not open, Go to "Tools", Pop-up Blocker and click on Turn on Pop-up blocker, then click on "Retry".

--The data collected on Comprehensive Care, Assisted Living and Adult Day Care provides information that is supplied to the WEB-based "Consumer Guide to Long Term Care. We recommend that you double-check the accuracy of your data since the public has access to this WEB-site. To access the Guide go to: <http://mhcc.maryland.gov/consumerinfo/index.html>