



ASC DASHBOARD GUIDE

The ASC Dashboard can be found at survey.leapfroggroup.org/login/asc.



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HOW DO I LOG INTO THE ASC DASHBOARD?

You will need your ASC's 16-digit security code. If you do not have your ASC's security code, download the Security Code Request Form on the [ASC Security Code webpage](#).

Once you have your 16-digit security code, visit <https://survey.leapfroggroup.org/login/asc>.

Important Notes:

- *Do not include spaces in either field.*
- *Only one person can be logged into the ASC Dashboard at a time.*
- *The confirmation email you receive for submitting an ASC Survey 2.0 will be sent to the address you enter on the login page so check for typos before logging in.*
- *Look out for important announcements on the login page regarding ASC Dashboard maintenance and downtime.*



To log in to the ASC Dashboard and ASC Survey 2.0, please provide your ASC's 16-digit security code.

Security Code [Need a security code?](#)

Your Email Address

For ID purposes, in case others attempt to log in to the survey while you are logged in.

Login

Welcome to the ASC Dashboard and Leapfrog ASC Survey 2.0 login page.

Before beginning a Survey, review measure specifications, endnotes, and FAQs in the hard copy of the Survey [here](#).

[Contact the Help Desk with any questions.](#)

[Oops! Are you a Hospital?](#)



AFTER I LOG IN, WHAT DO I DO?

After you log in to the ASC Dashboard, you can complete/edit the ASC Profile, upload your Accreditation Certificate from the Accreditation Association for Ambulatory Health Care (AAAHC) or Joint Commission (JC), view the ASC Details page, and view/print the ASC's Previous Year's Survey. The first time you log in to the dashboard, you will be required to submit the ASC Profile, including all your ASC's demographic and contact information, before you can enter responses into the ASC Dashboard.

Important Notes:

- *If you did not submit a 2025 Survey, you will not be able to access the Details Page or Previous Year's Survey.*



- Edit ASC Profile
- View/Print Last Submitted Survey
- View/Print Last Saved Survey
- View ASC Details Page
- View/Print Previous Year's Survey

Welcome to the Leapfrog ASC Dashboard!

You must complete the ASC Profile before you can upload accreditation documentation or access the ASC Survey 2.0 Online Survey Tool.

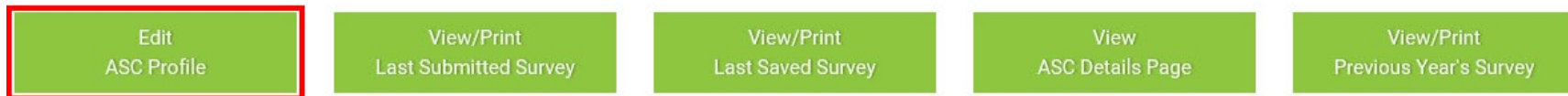


[ASC Profile](#)



HOW DO I EDIT THE ASC PROFILE?

Once you submit the ASC Profile, you can come back anytime to update your ASC's demographic and contact information.



Important Notes:

- *Make sure your contact information is entered correctly and is kept up to date. Leapfrog uses the contact information in the ASC Profile to email information regarding [Extensive Monthly Data Verification messages](#), updates to the Survey after April 1, [Top ASC notification](#), and other announcements.*
- *Make sure your Primary Survey Contact is someone that your ASC wants to receive ALL communications from Leapfrog, including communications that require a timely response.*
- *Extensive Monthly Data Verification emails are sent to the Primary, Secondary, and Affiliation or Management Company Contacts you list in the ASC Profile.*
- *Make sure your NHSN ID is entered correctly. If you entered the NHSN ID in a previous year, it will be prepopulated.*
- *The ASC Profile does not save as you go. You need to complete the entire ASC Profile in one sitting and click Submit at the bottom to save your information.*



HOW DO I UPLOAD MY FACILITY'S ACCREDITATION CERTIFICATE?

Facilities with active accreditation through the AAAHC or JC can be scored and publicly reported as “Achieved the Standard” for the five (5) measure listed below by following the instructions below to upload proof of their accreditation.

- Clinicians Certified in Advanced Life Support Always Present,
- Use of a Safe Surgery Checklist,
- Medication and Allergy Documentation,
- Leadership Structures and Systems to Support Patient Safety, and
- Identification and Mitigation of Patient Safety Risks.

Instructions:

1. Select the “Upload File” button in the ASC Profile.
2. In the “Upload File” prompt window, click “Choose File” and select your accreditation certificate in the File Explorer.
3. After selecting your file, click “Open” in the File Explorer, complete affirmation, then click “Upload.”
4. After selecting “Upload” confirm that your accreditation certificate has been uploaded successfully by verifying a green banner and check box are shown in the prompt window indicating “File for Facility Name has been uploaded” and your accreditation certificate can be downloaded by clicking the hyperlinked file name.
5. Close out of the “Upload File” prompt window by clicking the “X” in the top right corner.

Note: Files can be replaced by following steps 1-2 to open the “Upload File” prompt window, clicking “Replace” and then following steps 3, 4, and 5 to select and upload a new file.



HOW DO I NAVIGATE THE ASC DASHBOARD TO SUBMIT THE ASC SURVEY?

Navigating the ASC Dashboard is described on the following pages.

A row of five green buttons with white text:

- Edit ASC Profile
- View/Print Last Submitted Survey
- View/Print Last Saved Survey
- View ASC Details Page
- View/Print Previous Year's Survey

To the right of these buttons is a vertical label: **Green function buttons**

Navigating Sections

Leapfrog ASC Dashboard

- [Section 1: BASIC FACILITY INFORMATION](#)
- + [Section 2: PATIENT RIGHTS AND ETHICS](#)
- + [Section 3: PATIENT SAFETY PRACTICES](#)
- + [Section 4: VOLUME OF PROCEDURES](#) CPT Code Workbook

Section Status

Section Status	Errors
AFFIRMED - 03/03/2026 ⓘ	0 errors
READY FOR AFFIRMATION	0 errors
AFFIRMED - 03/03/2026 ⓘ	0 errors
READY FOR AFFIRMATION	0 errors

Checking for data review warnings

You will NOT be submitting unaffirmed sections 2, and 4

Check for Data Review Warnings

Submit affirmed sections

How do I submit my Survey?



GREEN FUNCTION BUTTONS



**Edit
ASC Profile**

Displays your ASC Profile. See [How do I edit the Survey Profile?](#)

**View/Print
Last Submitted Survey**

Displays your ASC's Last Submitted Survey. You can download and save this as a PDF by clicking the Print button. This button will only be available if you have submitted a Survey. Before submitting a Survey, it will be greyed out.

**View/Print
Last Saved Survey**

Displays your ASC's Last Saved Survey. You can download and save this as a PDF by clicking the Print button. Your ASC's responses are automatically saved in the ASC Dashboard as you advance from field to field. This button will be available as soon as you enter a response into the Survey.

**View
ASC Details Page**

Displays both scored results and intermediate scoring details that are not publicly reported. Between April 1 and the Submission Deadline, the previous Survey year's scoring details will be displayed here. After the Submission Deadline, the current Survey year's scoring details will be displayed here. See the Deadlines webpage for more information. If you did not submit a Survey in the previous Survey year, you will receive a pop-up message.

**View/Print
Previous Year's Survey**

Displays your ASC's Last Submitted Survey from the previous Survey year. You can download and save this as a PDF by clicking the print button. If you did not submit a Survey in the previous Survey year, you will receive a pop-up message.



NAVIGATING SECTIONS

You can navigate to sections using the **blue** section links on the Dashboard. Use the + to expand sections that contain subsections and click into a subsection to enter data.

Sections where there are Data Entry Errors will be displayed in **red**. In the example on the right, data entry errors appear in subsection 2A. When you click on the subsection link, you will be taken back to that section to correct the errors listed in the error log. These errors must be corrected before you can affirm that section.

A screenshot of the Leapfrog ASC Dashboard. The title is "Leapfrog ASC Dashboard". Below the title, there are four main sections listed with expand/collapse icons: "Section 1: BASIC FACILITY INFORMATION" (expanded), "Section 2: PATIENT RIGHTS AND ETHICS" (collapsed), "Section 3: PATIENT SAFETY PRACTICES" (expanded), and "Section 4: VOLUME OF PROCEDURES" (expanded). Under "Section 2", there are four subsection links: "2A" (in red), "2B" (in blue), "2C" (in blue), and "2D" (in blue). To the right of "Section 4", there is a green button labeled "CPT Code Workbook".

SECTION STATUS



Make sure you check the Section Status column on the ASC Dashboard to check on your progress:

Figure A

- **READY FOR AFFIRMATION:** Once a section has been completed, the “Ready for Affirmation” status will appear next to that section on the ASC Dashboard. When you select the “Affirmation” link, the Affirmation of Accuracy statement will appear in a pop-up window.
- **AFFIRMED:** Once the Affirmation of Accuracy has been completed, the section status will be updated to “Affirmed.” When you hover over the “i” the name and title of the person who completed the Affirmation of Accuracy will appear.
- **Make sure you check for Errors:** The number of data entry errors in each section will appear in the “Errors” Column. Select the number of errors displayed in red to display a printable error log which must be corrected before you can affirm that section of the Survey. You can also select “View All” at the top for a printable list of all the errors that have been identified throughout the entire Survey.

Figure B

- **SUBMITTED:** Once you have submitted the Survey, the section status will be updated to “Submitted.” Only “Submitted” Surveys will be scored and publicly reported.

Figure A

Section Status	Errors View All
READY FOR AFFIRMATION	0 errors
	3 errors
AFFIRMED - 03/18/2026 ⓘ	0 errors

Figure B

Section Status	Errors
SUBMITTED ✓ 03/18/2026 - 04:04 PM (ET)	0 errors
SUBMITTED ✓ 03/18/2026 - 04:04 PM (ET)	0 errors
SUBMITTED ✓ 03/18/2026 - 04:04 PM (ET)	0 errors
SUBMITTED ✓ 03/18/2026 - 04:04 PM (ET)	0 errors



CHECKING FOR DATA REVIEW WARNINGS

After a section has been completed and affirmed, you can check for data review warnings by clicking the blue button below the ASC Dashboard.

Check for data review warnings

Submit affirmed sections

When you select this button, your Survey responses will be scanned for potential data entry errors and inconsistencies. Any applicable messages will be displayed in the orange box at the bottom of the ASC Dashboard.

Data Review Warnings (1)

[View All](#)



[Print these warnings](#)



Note: This is not a comprehensive list. ASCs may still receive additional [data verification messages](#) via email.

Section 3: 3C - CULTURE OF SAFETY

[Question #2.5](#) - In Section 3C: Culture of Safety, your facility responded "yes" to all elements in Safe Practice #2. This is more than most facilities. Please review your responses to Safe Practice #2 and ensure that you are only selecting elements you can document adherence to.

You can submit a Survey without resolving these warnings but will be contacted via email by the Help Desk to either (1) correct the error or (2) document that the original response was correct. Data review warnings give ASCs an opportunity to correct potential errors immediately – while they are still in the ASC Dashboard.



Important Notes:

- *The data review warnings you see in the ASC Dashboard are not a comprehensive list. You may receive additional warnings from Leapfrog via email.*
- *Extensive Monthly Data Verification messages are emailed to the Primary, Secondary, and Affiliation or Management Company Contacts listed in the ASC Profile. See [How do I edit the Survey Profile?](#)*
- *If you make any updates to your ASC's Survey to resolve a data review warning, you will need to reaffirm the section and check for data review warnings again to clear the warning.*
- *More information about how Leapfrog ensures data accuracy is available on the [Data Accuracy webpage](#).*



ASC DASHBOARD LIBRARY

At the very bottom of the ASC Dashboard, links to important documents are in the Library for your convenience. There are also links to important webpages that you should review.

Library [Hide Library](#)

[ASC Dashboard Guide](#) [Hard Copy of the Survey \(PDF and Word\)](#) [Scoring Algorithms](#) [Join NHSN Group](#) [Data Accuracy](#) [Submission Deadlines](#)
[Town Hall Calls](#) [Fact Sheets and Bibliographies](#)

The Outpatient Procedure CPT Code workbook is linked in the green CPT Code Workbook button on the ASC Dashboard. When you click the link for this the first time, you are required to review and complete the American Medical Association's Terms of Use. Once you complete the terms, you will see two files available for download for Section 4: one for Section 4A National Volume Standards for Total Knee Replacement, Total Hip Replacement, and Bariatric Surgery for Weight Loss and one for Section 4B Facility Volume for Select Procedures (Optional). You are only required to complete the Terms of Use once per Survey year.



Leapfrog ASC Dashboard

[Section 1: BASIC FACILITY INFORMATION](#)

+ [Section 2: PATIENT RIGHTS AND ETHICS](#)

+ [Section 3: PATIENT SAFETY PRACTICES](#)

+ [Section 4: VOLUME OF PROCEDURES](#) [CPT Code Workbook](#)

Important Notes:

- *Navigate back to the ASC Dashboard using the Return to Dashboard link at the top right instead of closing the tab.*
- *CPT code workbooks are NOT editable but the information in the workbooks can be copy-pasted.*
- *If you are part of a network or management company, you will need to complete the Terms of Use for EVERY facility, even if you only need to download the workbooks once for use by the entire network or management company. This is required by the American Medical Association.*



HOW DO I SUBMIT MY SURVEY?

To submit a Survey via the ASC Dashboard, ASCs must complete and affirm all four sections, check for data review warnings, and click the submit button.

1. Complete all sections and ensure all error messages are resolved.
2. Affirm each section by clicking the Affirmation link on the dashboard.
3. Check for data review warnings and review any warnings.
4. Submit affirmed sections. Once you have clicked this button your Survey has been submitted to us.
5. Save a copy of your Last Submitted Survey PDF and review it for accuracy and completeness.
6. Review your Survey Results on the [ASC Details Page](#) or [public reporting website](#). The 2026 Submission Deadline is June 30, the ASC Details Page will be available on July 12 and Survey Results will be publicly reported on July 25. After July, the ASC Details Page and public reporting website will be refreshed monthly.

Important Notes:

- *If you enter partial data, you will not be able to affirm the section.*
- *Only the administrator or the individual delegated by the administrator can complete an Affirmation of Accuracy.*
- *If the submit button is greyed out, you have missed a step. Review the steps above again.*
- *In order for Leapfrog to download your ASC's NHSN data used in Section 3A, in addition to submitting the Leapfrog ASC Survey 2.0, ASCs must provide a valid NHSN ID in the Profile and join Leapfrog's NHSN Group by the join by dates published on the [Join NHSN Group webpage](#).*



HOW CAN I VERIFY THAT MY SURVEY WAS SUBMITTED?

Use the following tips to help verify that your submission was completed:

- **Check the ASC Dashboard:** Refer to the “Section Status” column on the ASC Dashboard. All submitted sections will be marked as “Submitted.”
- **Check your email:** You will receive a survey submission confirmation email within five minutes of submitting a Survey.
- **View/Print Last Submitted Survey:** Click this green function button on the ASC Dashboard to view or save a PDF of your ASC’s submitted Survey. The Survey submission date will be listed at the top of the page under “Submitted Survey.” Be sure to check the submission date, review each section for accuracy and completeness, and check that each Affirmation of Accuracy is complete (Sections 1-4).
- **Review the ASC Details Page:** Your Survey Results will be available on July 12 via the ASC Details Page link on the [ASC Dashboard](#). Carefully review your results.
- **Check your publicly reported results:** Your Survey Results will be available on July 25. Always check your Leapfrog ASC Survey Results on the [public website](#). After July, Survey Results are updated within the first 7 business days of the month following (re)submission.



HOW CAN I UPDATE AND RESUBMIT MY SURVEY?

1. Log in to the Survey using your 16-digit security code.
2. Click on the section you would like to update and edit your responses.
3. Return to the ASC Dashboard and re-affirm the section.
4. Click the button “Check for data review warnings.”
5. Click the “Submit” button.
6. Save a copy of your Last Submitted Survey PDF and review it for accuracy and completeness.

Remember to always check your updated results at <https://ratings.leapfroggroup.org>, which are posted within the first 7 business days of the month following (re)submission.

As a reminder, the [Corrections Period](#) (December 1-January 31) is reserved for corrections to previously submitted Surveys only. Any updates made to reflect a change in performance must be made prior to the November 30 Late Submission and Performance Update Deadline. Updates made to reflect a change in performance after November 30 will not be scored or publicly reported. See [this webpage](#) for more details on why and when your facility might make updates to your ASC’s Survey.



NAVIGATION WITHIN SURVEY SECTIONS

You can navigate between sections without going back to the dashboard by using the section links at the top of the page. Other useful features that you can utilize are described below.

1. The section you are currently in will be **blue**.
2. Sections that have been submitted will have a **blue line below**.
3. You can access the **Help Desk** or **Log Out** at any time using the links at the top right.
4. When you are done, click **Return to Dashboard** to affirm, check for data review warnings, or submit your Survey.
5. The ASC Dashboard includes an auto-save feature. Responses are automatically saved as you move from field to field. As a new save happens, this box turns yellow and the timestamp updates.
6. The **Error Log** helps you track errors within each section.
7. You can navigate to the **Previous or Next section** or **Clear section** responses at the bottom of the page.

The screenshot displays the survey interface for Tomoka Surgery Center LLC at 04:05 PM (ET). At the top, there are links for 'Help Desk' and 'Log Out'. Below this is a navigation bar with four sections: Section 1, Section 2 (highlighted in blue), Section 3, and Section 4. Under Section 2, there are sub-sections 2A, 2B, 2C, and 2D. A 'Return to Dashboard' button is located at the bottom right of the navigation bar. The main content area is titled 'Section 2A - BILLING ETHICS'. It includes a 'LAST SAVED' timestamp of 'Today at 4:04 PM (ET)', an 'ERROR LOG' section stating 'No errors recorded in this section', and a question: '1. * What pricing information is displayed on your facility's website for commonly performed procedures?'. At the bottom, there are three buttons: 'Previous section (Section 1)', 'Clear subsection', and 'Next section (2B)'. Red circles with numbers 1 through 7 are overlaid on the image to correspond with the numbered list items.