ASHP Accreditation Services Office

Electronic submission of survey responses

Step One: Prepare documents for submission

Required files for survey response are as follows:

- Transmittal letter
- Survey response addressing all findings of non- compliance (NC) and partial compliance (PC) using one of the following required templates:
 - single program response template **OR**
 - multi-program response template
- Combined and bookmarked PDF of appendices of evidence for each NC and PC finding

Step Two: Log into your program

Log into Fabric using your email and password at https://accreditation.ashp.org/

Logint	a your accordited program account
LUGIII	o your accreated program account
Email Addre	55
Password	
	Log In

Step Three: Choose "persona"

Choose the "Organization Representative" persona. (NOTE: A person must be associated as a trusted contact for a program to have access to the dashboard for that program.)

	My Items	
	Organization Representative	
2	Staff	

Step Four: Select Program Dashboard

From the program dashboard, click the "Documents" tab at the top of the screen.

	Oceanizations / Home						
A	Home Profile Demographics Contac	ts Structure Programs Processes	Audits Certifications Instruments Decis	ions Documents Issues Requests Emails			
	Overview		0	Certifications			
ø	Abbott Northwestern Hospital PROGRAM Abbott Northwestern Hospital (01448293)			No Active Certifications No certifications listed for this organization			
121	RES - Residency						
	WEBSITE	ID	PRIMARY ADDRESS	Decisions			
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茴	STATUS	ТҮРЕ	Minneapolis, MN 55407 UNITED STATES	Accredited Special Case Report 03/03/2021			
0	PRIMARY CONTACT	PRIMARY PHONE					
1D	Krista Gens, PharmD, BCPS, BCIDP, DPLA	(612) 863-4907					
G	PRIMARY LIAISON	PRIMARY EMAIL					
\$	5 						

Step Five: Upload documents

Docu	nents	Library Shared
Sear	h.:	a.
Folder	;	Documents
	lðræry i⊖ Creas Sub-Forder	Touch, Click or Drag Files here to Upload

- Select the "Touch, Click, or Drag" bar
- This will open your file explorer
- Select the appropriate files (ALL REQUIRED):
 - Your transmittal letter
 - Your survey response using the response template
 - Combined and bookmarked pdf of ALL appendices of evidence*
 - * Instructions for how to combine and bookmark files for submission can be found HERE

Step Six: Communicate uploading to ASD AND lead surveyor

- Send an email to <u>ASD@ashp.org</u> **AND** your lead surveyor that your survey response has been uploaded to Fabric (see example)
- Subject: Your 5-digit program number survey response uploaded to Fabric
- Message: The survey response for Your 5-digit program number has been uploaded to the documents section of Fabric.