DDAP Warm Handoff Survey123 Form Download and Completion Instructions

Because this survey automatically populates hospital counts and hospital information for the respondent, it is necessary that it be completed in the Survey123 for ArcGIS Field Application. This field app can be found for download at https://www.esri.com/en-us/arcgis/products/survey123/resources

Make sure you select the **field app**, which is used for completing forms, and **NOT** the Survey123 Connect app, which is used for designing forms. (Figure 1)

DDAP recommends completion of the form via the Survey123 desktop application. To download, select the appropriate operating system for your device in the green box in Figure 1.

If you'd like to complete the form on a mobile device instead, you can download the app from the app store of your choice.

Windows users can go into Control Panel > System and Security > System to view their system type. (Figure 2)

They may also be able to access this information by right clicking the Start menu and selecting System. (Figure 3)

The x64 option is for 64-bit systems while x86 is for 32-bit systems.

Once the field app has been downloaded, close the application before opening the DDAP-provided Warm Handoff survey link. The survey link will download the survey form to your device. Failure to close the field application will result in you being asked for a username and password. This form is "public", so you will NOT need to enter a username/password to complete this survey form.

Once you have a public survey form on your device, you will not need to worry about how you open a survey form in the future. DDAP intends to send a new survey form link each month, populated by the latest information captured in SCA submissions the previous month.

Survey Form Completion

Once you have downloaded the form to your Survey123 field application, you'll be able to open the survey to its form navigation area. (Figure-4) Select "Collect" to begin data entry. The survey will dynamically determine what questions appear for you as you enter responses.

When you have completed entering data, submit the data by selecting the submit button in the lower right corner of the collection form. This opens the "Survey Completed" screen (Figure-5) which displays the options: "Send Later", "Send Now" or "Continue this survey". Select "Send Now" to submit now.

When you select "Send Now", the data is submitted, and a copy will be in the Sent Area on the form navigation screen (Figure-4). You can open the form, with the fields you completed by clicking "Sent" in the collection form navigation area.

Select the "Send Later" button to send a copy to the outbox when you are not yet ready to send the completed form (no data connection, verify a response before submission). Selecting "Send Later" will not submit the data, but instead places it in the Outbox. However, the form can be opened from the outbox and finished later (Figure-4). **Don't forget to submit the data when you are satisfied with your data entry and able to submit (i.e., "Send Now").**

Another option if you need to finish later is to save by clicking the "X" in the upper, LEFT-hand corner of the collection form to open the "Confirm Close" screen (Figure-6). You are given three choices: "Close this survey and lose changes", "Continue this survey" or "Save this survey in Drafts". If you select "Save this survey in Drafts", the form can be accessed later from the navigation area (Figure-4) with the information you previously entered. Selecting "Close this survey and lose changes" or "Save this survey in Drafts" takes you to the "My Surveys" area with your downloaded surveys (Figure-7).

Be sure to confirm that a response is in the "Sent" box on the navigation screen for each monthly form!

Figure-1

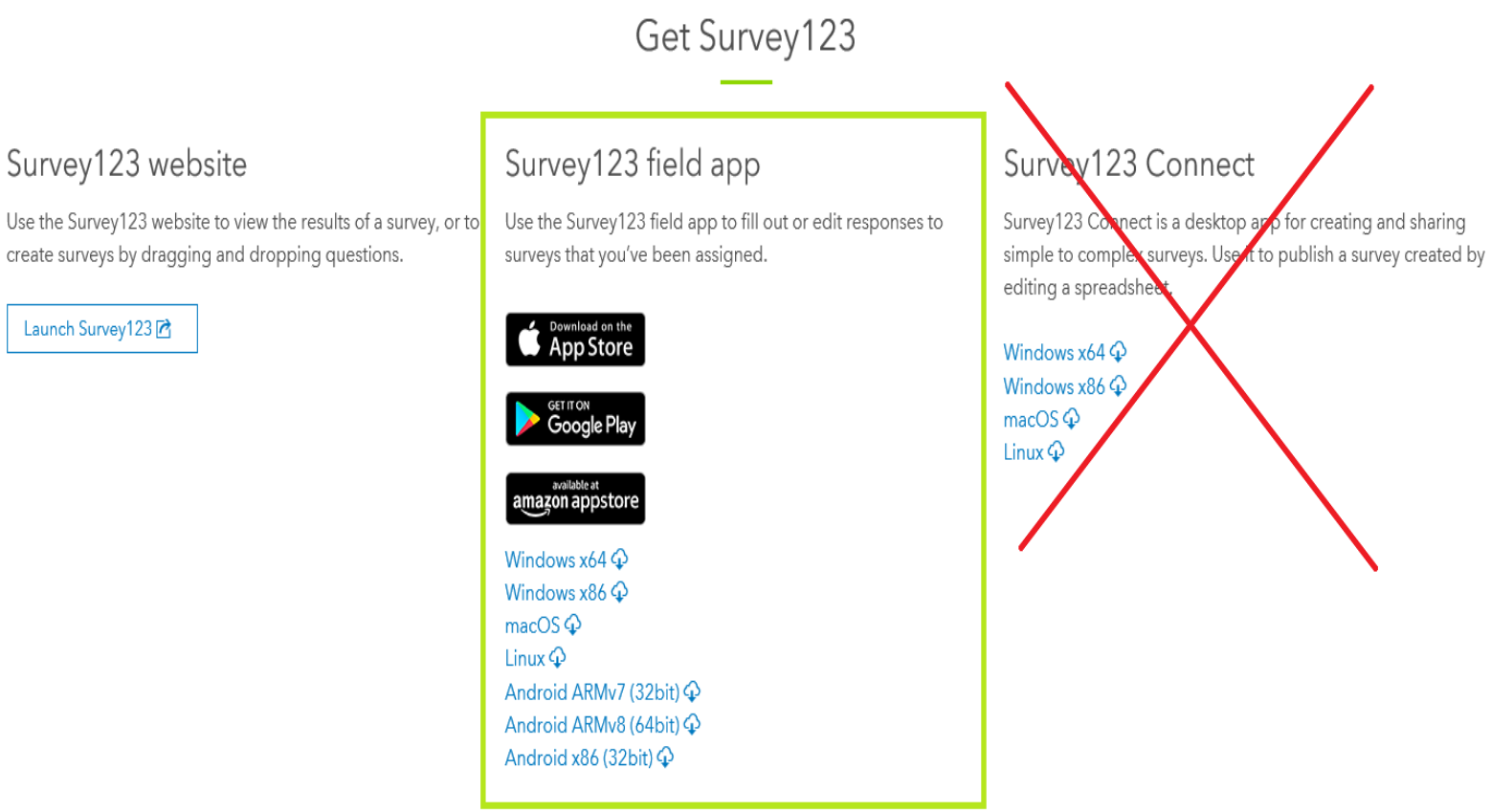

Get Survey123
Survey123 website
Use the Survey123 website to view the results of a survey, or to create surveys by dragging and dropping questions.
Launch Survey123
Survey123 field app
Use the Survey123 field app to fill out or edit responses to surveys that you've been assigned.
Download on the App Store
GET IT ON Google Play
available at amazon appstore
Windows x64
Windows x86
macOS
Linux
Android ARMv7 (32bit)
Android ARMv8 (64bit)
Android x86 (32bit)
Survey123 Connect
Survey123 Connect is a desktop app for creating and sharing simple to complex surveys. Use it to publish a survey created by editing a spreadsheet.
Windows x64
Windows x86
macOS
Linux

Figure-2

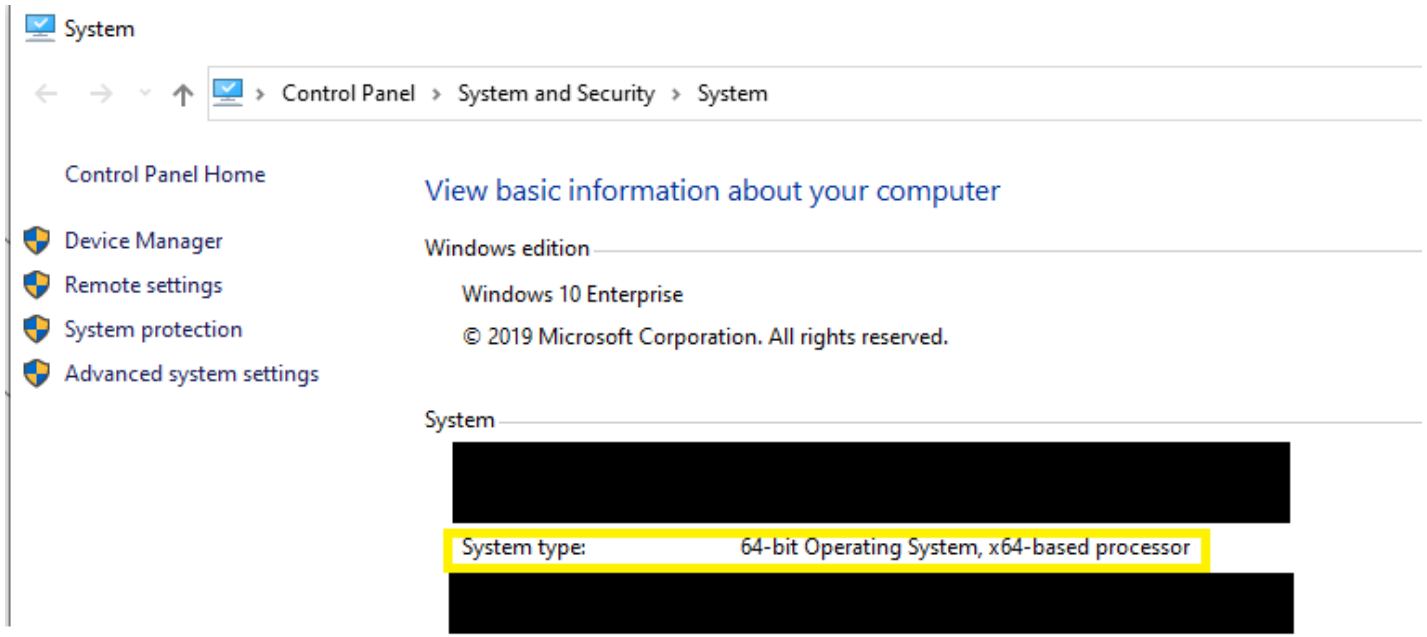

System
Control Panel › System and Security › System
Control Panel Home
Device Manager
Remote settings
System protection
Advanced system settings
View basic information about your computer
Windows edition
Windows 10 Enterprise
© 2019 Microsoft Corporation. All rights reserved.
System
[redacted]
System type: 64-bit Operating System, x64-based processor
[redacted]

Figure-3

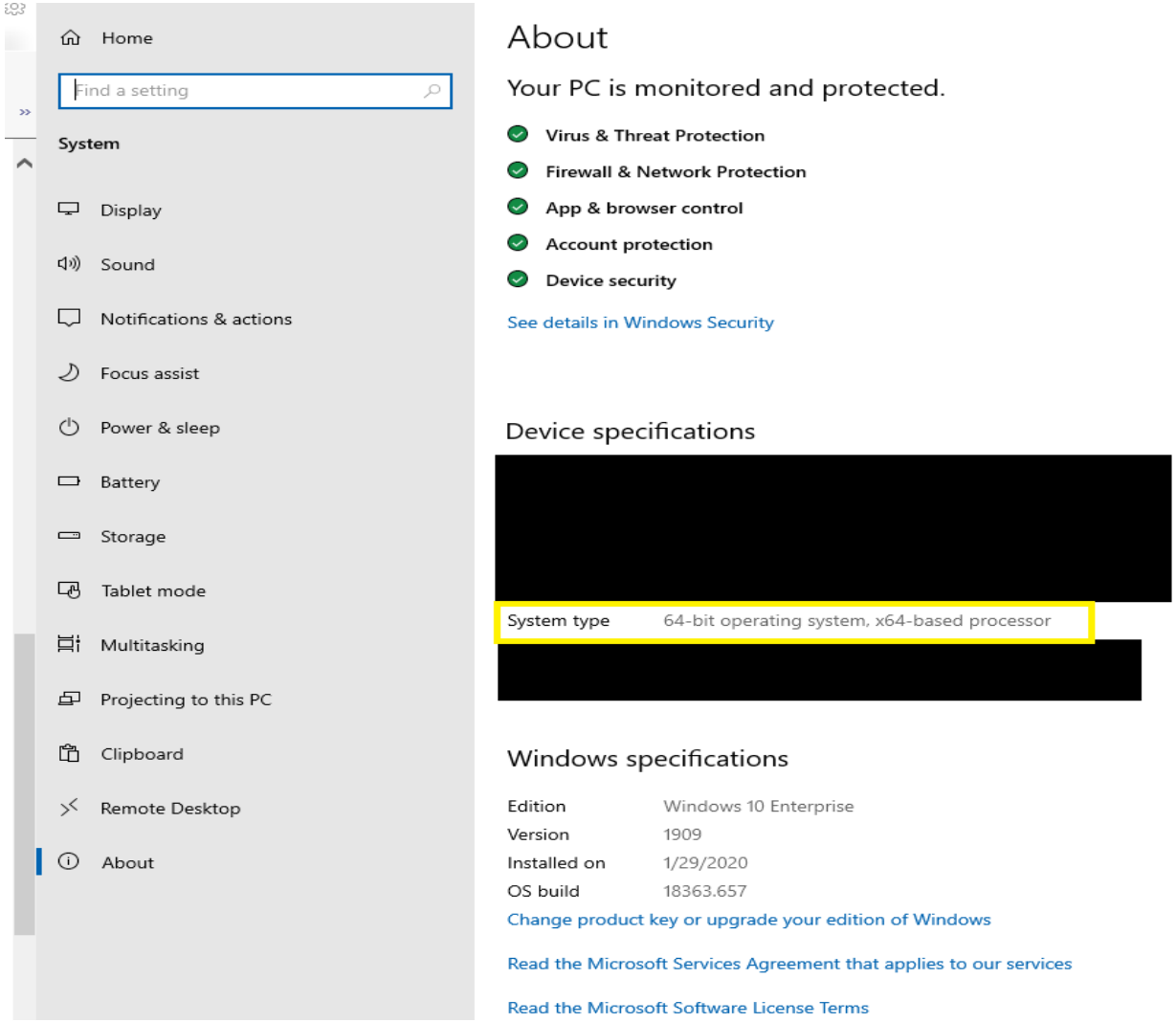

Home
Find a setting
System
Display
Sound
Notifications & actions
Focus assist
Power & sleep
Battery
Storage
Tablet mode
Multitasking
Projecting to this PC
Clipboard
Remote Desktop
About
About
Your PC is monitored and protected.
Virus & Threat Protection
Firewall & Network Protection
App & browser control
Account protection
Device security
See details in Windows Security
Device specifications
[redacted]
System type 64-bit operating system, x64-based processor
[redacted]
Windows specifications
Edition Windows 10 Enterprise
Version 1909
Installed on 1/29/2020
OS build 18363.657
Change product key or upgrade your edition of Windows
Read the Microsoft Services Agreement that applies to our services
Read the Microsoft Software License Terms

Figure-4

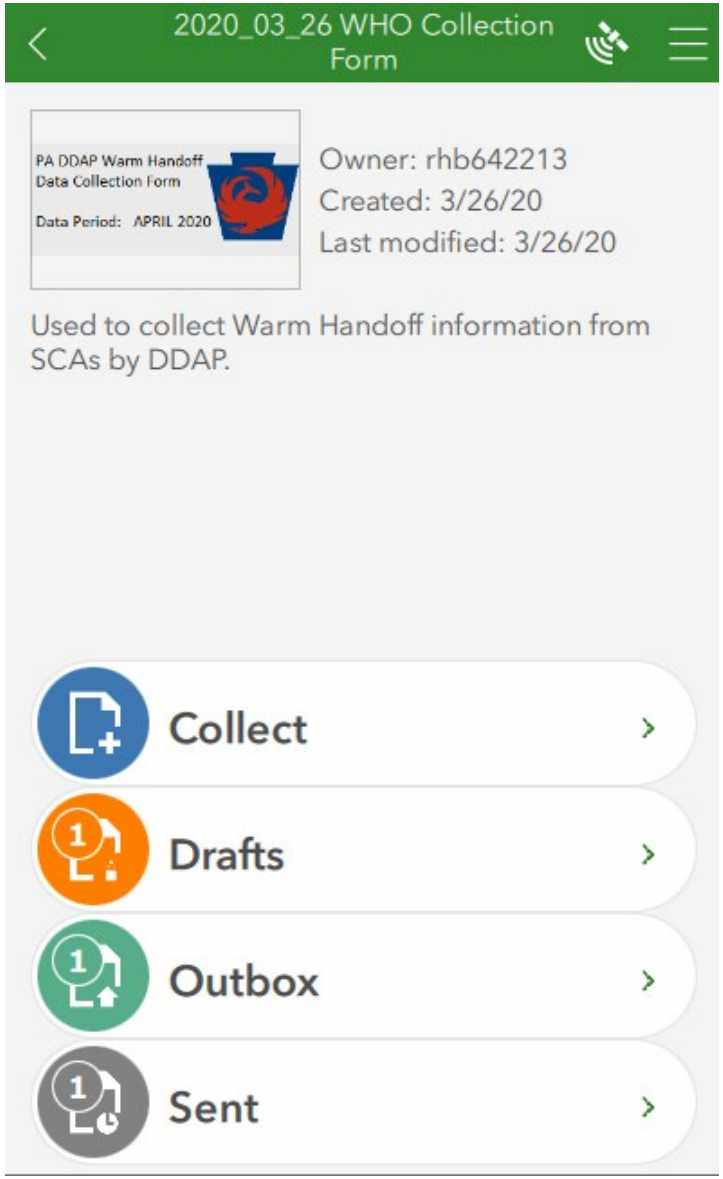

2020_03_26 WHO Collection Form
PA DDAP Warm Handoff Data Collection Form
Data Period: APRIL 2020
Owner: rhb642213
Created: 3/26/20
Last modified: 3/26/20
Used to collect Warm Handoff information from SCAs by DDAP.
Collect
Drafts
Outbox
Sent

Figure-5

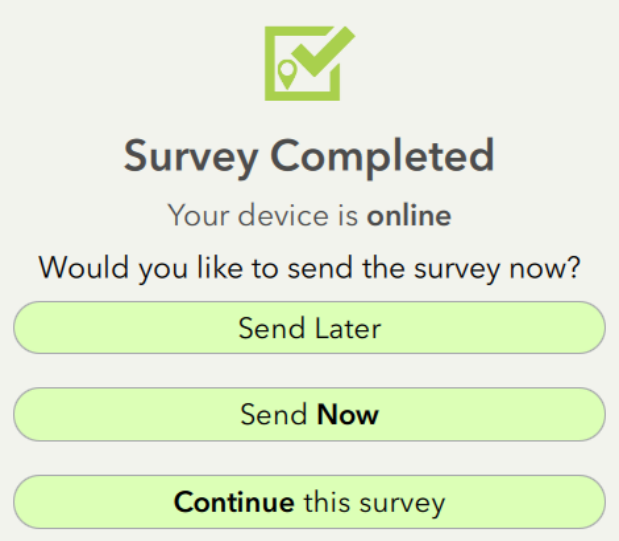


Figure-6

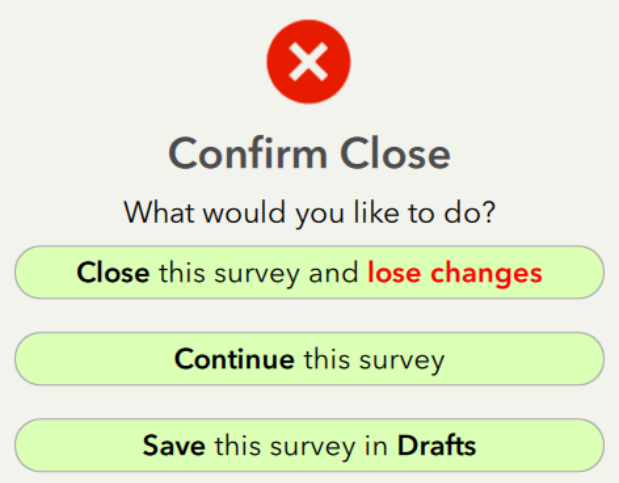
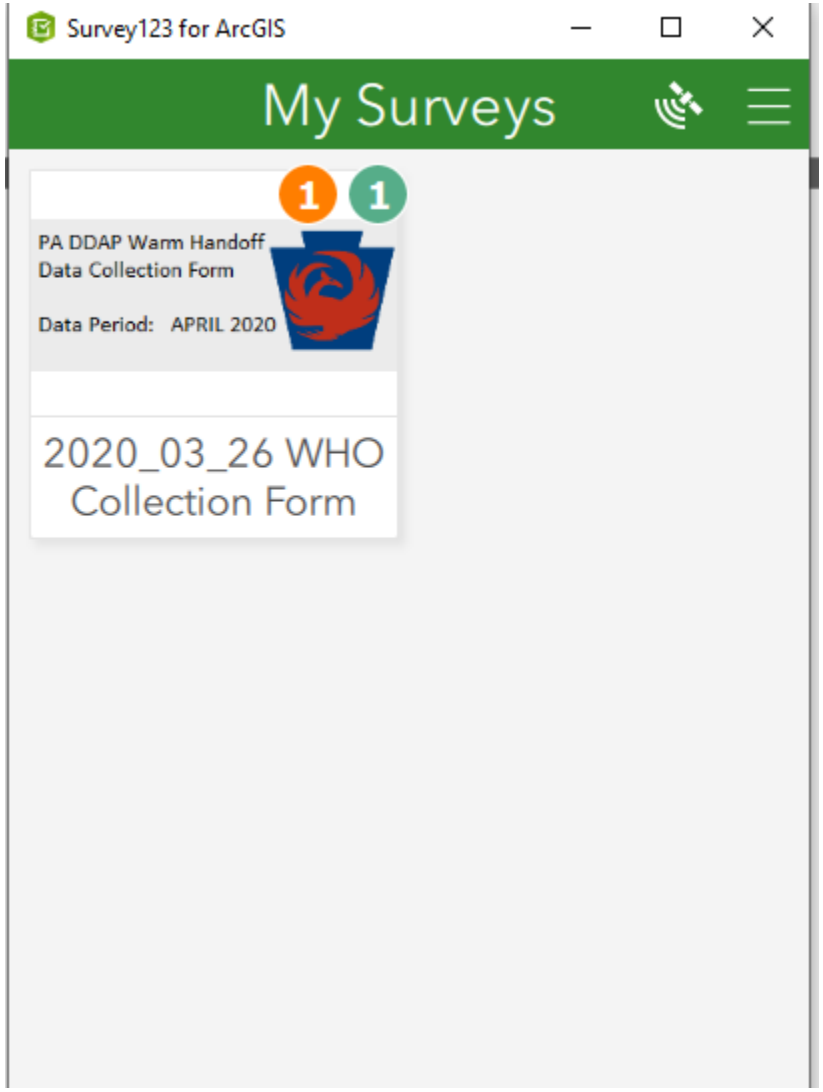


Figure-7


Survey123 for ArcGIS
My Surveys
1
1
PA DDAP Warm Handoff
Data Collection Form
Data Period: APRIL 2020
2020_03_26 WHO
Collection Form