ASHPAccreditation Services Division:

Electronic pre-survey packet submission

Step One: Log into your program

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

Contact <u>asd@ashp.org</u> for access/reset to the ASHP Self Service Portal; please include your program code in the communication.

Lo	og into your accredited program account
Pleas	e Log In by providing your Email Address and Password.
Email	Address
Passw	ord
	Log In

Step Two: 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. Do not upload files under the Persona "My Items" the Accreditation Services Office does not have direct access to this persona.)



Step Three: Select Program Dashboard

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

	Organizations / Home						
3	Home Profile Demographics Conta	cts Structure Programs	Processes	Audits Certifications	Instruments	Decisi	ions Documents Issues Requests Emails
A a	Overview					0	Certifications
ð D	Abbott Northwestern Hospital PROGRAM Abbott Northwestern Hospital (01448293) RES - Residency						No Active Certifications No certifications listed for this organization
	WEBSITE	ID 63004		PRIMARY ADDRESS 800 E. 28th Street, Mail Rou	te 11321 💡 🔁		Decisions
ŧ	STATUS	ТҮРЕ		Minneapolis, MN 55407 UNITED STATES			ACCFGITEG Special Case Report 03/03/2021
)	PRIMARY CONTACT	PRIMARY PHONE					
₽	PRIMARY LIAISON	PRIMARY EMAIL					
3							

Step Four: Select appropriate folder under library

The folder to select includes your program number and the numerical month and year of the COC meeting, that will review your program. If there is no folder, just upload under the library (see next page)

64600-0324 Survey Review	
Edit Remove Add Folder	

Step Five: Upload documents

Documents	Likery Shared
Search	Q.
Folders	Documents
Library	Touch, Cluck or Drag Files here to Upload

- Select the "Touch, Click, or Drag" bar
- This will open your file explorer
- Select the appropriate (1) zipped (compressed) file with the subfolder included:
 - o Agenda for the day of site visit (folder)
 - Application for Reaccreditation if applicable (folder)
 - Presurvey Questionnaire-Completed (folder)
 - Standard 1 (folder)
 - Standard 3 (folder)
 - o Standard 4 (folder)
 - Standard 6 (folder)
 - o Standard 7 (folder)
 - o Standard 8 (folder)
 - o Standard 9 (folder)
 - o Standard 10 (folder)
 - o Standard 11 (folder)
 - o Standard 12 (folder)
 - o Standard 13 (folder)
 - Standard 14 (folder)
 - o Standard 15 (folder)

<u>NOTE:</u> Submit (1) Zipped (compressed) file with noted subfolders. For any assistance, contact <u>asd@ashp.org</u> or <u>gholloman@ashp.org</u> directly for assistance.

Step Six: Communicate uploading to ASD and lead surveyor

- Send an email to <u>ASD@ashp.org</u> AND your lead surveyor that your presurvey materials have been uploaded to Fabric (see example)
- Subject: "Your program code" Presurvey materials uploaded to Fabric
- Message: The presurvey materials for "Your program code" have been uploaded to the documents section of Fabric.