

Continuous Access to the Survey Application Record (SAR)

The Survey Application Record (SAR) for facilities is now available through CoC Datalinks database; <https://web.facs.org/datalinks/>.

The SAR now remains open for data entry and/or editing until your next scheduled survey. With this continual availability, the SAR may be utilized on an ongoing basis and as a tracking tool for program activity. We encourage you to use the SAR for this purpose. We want to alert you to several differences in the SAR:

SAR during non-survey years:

- there are no self-assessment ratings boxes
- the SAR menu will remain gold (SAR menu color will not change at any time)
- the notification at the top of the screen, indicating whether the SAR is complete or incomplete, will not be available.

SAR during the year of survey:

- will have access to the self-assessment ratings boxes to complete for each standard
- the SAR menu will still have the capability of turning from purple to gold once each field in the chapter has been completed and saved
- the notification at the top of each screen will indicate whether the SAR is complete or incomplete.

For programs being surveyed, the SAR must be completed no later than 14 calendar days **before** the scheduled on-site visit to allow adequate time for surveyor(s) review and preparation. A hard copy of the SAR as well as the other required documentation is to be mailed to the surveyor(s) 14 calendar days before the on-site visit. These deadlines are provided to ensure a successful survey visit. A complete list of the required documentation can be found on pages eight and nine in the *Cancer Program Standards 2004, Revised Edition*.

To assist with the completion of the application, the *SAR Training Guide* is available on-line through the CoC Datalinks Activity Menu and the SAR Menu. It is highly recommended that you review the entire guide before completing the SAR. The guide is updated each year and contains thorough explanations and directions on how to complete the SAR.

Questions related to completing the SAR as a tracking tool or for survey preparation should be submitted by e-mail to SAR@facs.org; please provide your name, hospital name, and FIN, along with the specific standard or table in the SAR to which you are referring.