Polysomnography Wait Time Reporting Frequently Asked Questions

The following Frequently Asked Questions are intended to complement the End User Guide and BCeID business registration information:

1. **What is the Wait Time Report form?**

   - *Sleep facilities across the province send polysomnography data monthly - this used to be through Excel and now takes place using a Common Hosted EForm Services (CHEFS) form.*

2. **What is CHEFS?**

   - *CHEFS is a web-based platform used by the B.C. government to create, manage, and submit online forms efficiently.*

3. **What type of credential do I log into CHEFS with?**

   - *Business BCeID is required to log into CHEFS.*

4. **Where is the link to submit a Wait Time Report Form?**

   - *The link to submit wait time reports can be found at:* https://submit.digital.gov.bc.ca/app/form/submit?f=2c424cbd-08a7-419c-96db-4e8c7371e5cd

5. **Where do I find the User Guide?**

   - *The User Guide can be found at:* User Guide

6. **Where do I go for support?**

   - *For additional support, reach out to:* DFAdmin@gov.bc.ca.

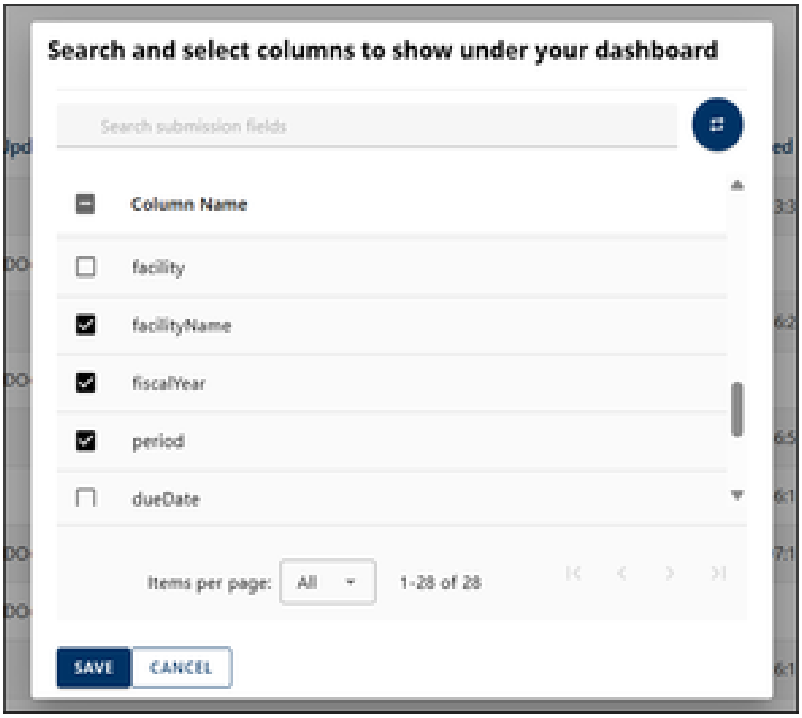
7. **How do I enter my information for a submission period?**

   - *During the submission period, you can work on your form in stages by saving your progress as a draft.*
   - ***Save each patient row before saving the draft:***
     *Complete all details for a patient row and click the **Save** button for that row before using the **Save as Draft** option. Skipping this step may cause issues when you try to edit the draft later.*
   - ***Use the Save as Draft and View My Drafts and Submissions buttons:***
     These buttons are located near the top of the form and allow you to save your work and return to it later.
   - ***Save frequently:***
     *It's best to click **Save as Draft** whenever you plan to step away from the form for more than 5 minutes or if you expect any interruptions. This helps prevent data loss and keeps your draft editable.*

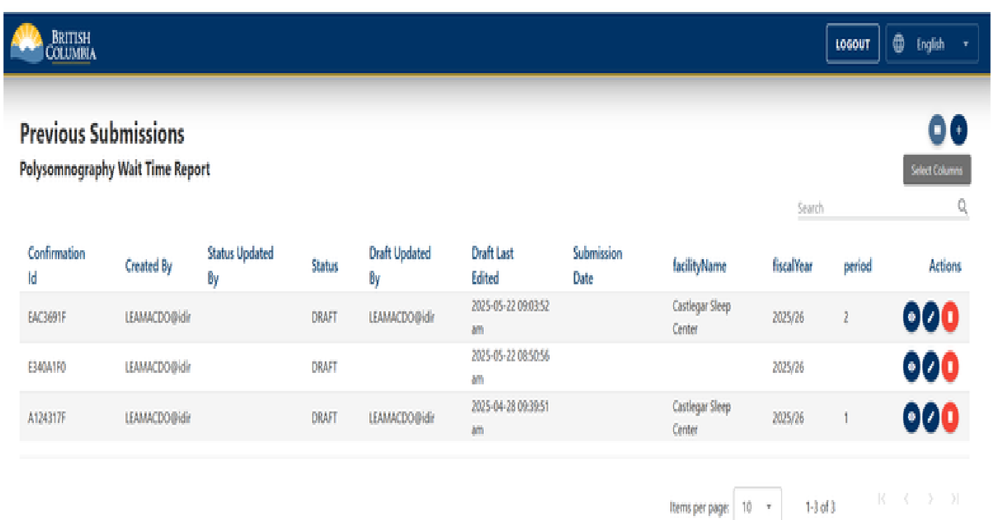
8. **How do I customize the VIEW MY DRAFTS AND SUBMISSIONS columns so I can tell what submission I need to edit?**

   - *The user guide provides detailed instructions on customizing the columns displayed when you access **View My Drafts and Submissions**. By tailoring these columns, you can quickly and easily identify the specific draft you need to edit or the submission you want to review. Once on the **View My Drafts and Submissions** page, use the Select Columns button.*

- *The suggested columns to add are listed here:*
    - FacilityName
    - FiscalYear
    - Period



- *Once these have been added, the columns should now include Period, Fiscal Year, and Facility for the draft or submission. This helps you to identify which draft or submission you need to view/edit.*



9. What if the ability to edit rows / add rows is gone from my **draft**?

   - ***Verify you are working on a draft:***
     Only drafts can be edited. Once a submission is finalized, it cannot be changed.
   - ***Check the version number:***
     *Look at the bottom left corner of the form. If it says **"Version: 5"** and you cannot edit rows or add new ones, this is likely the cause.*
   - ***How to proceed if you're on Version 5:***

     - *Open the **POLY Wait Time Report Form**.*
     - *Click the **"View my drafts and submissions"** button at the top left.*
     - *Locate the draft or submission you need to update.*
     - *Click the **"Copy This Submission"** icon to create a duplicate draft.*
     - *Edit this new draft as needed for the current period.*
     - *Submit the updated draft when complete.*

   - ***Notify the administrator:***
     After submitting the new draft, inform DFAdmin@gov.bc.ca and provide the old submission number so they can delete the outdated submission.

10. Are date fields and patient origin fields required?

    - ***ALL DATA FIELDS ARE REQUIRED**. There are fields mandatory required to successfully submit the form (marked with a *). The webform is designed to enhance data integrity, and providing all available information helps meet the ministry's expectations and supports better outcomes. There are situations where data is not coded as a mandatory field, although the expectation is for this data to be provided if it is available to report on.*