

The ASCEND project

ASsessing paediatric **C**aseload Complexity
and **E**nteral **N**utrition **D**emand

Completing your ASCEND survey in stages

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Saving updating and keeping a backup of your response

We recognise that clinical and service pressures may make it difficult to complete the ASCEND survey in one sitting. It has therefore been designed so that you can submit the information available and return to complete it in stages.

Microsoft Forms does not save an unfinished draft in the usual way. To retain what you have entered, submit the response and then select **Save my response to edit**. You can return to add or amend information and resubmit it until 30 November 2026.

After every submission or update, please:

1. keep a secure record of your confidential ASCEND linkage code;
2. select **Save my response to edit**; and
3. print or save a secure PDF copy of your submitted answers.

Together, these provide the best backup if you later have difficulty retrieving your response.

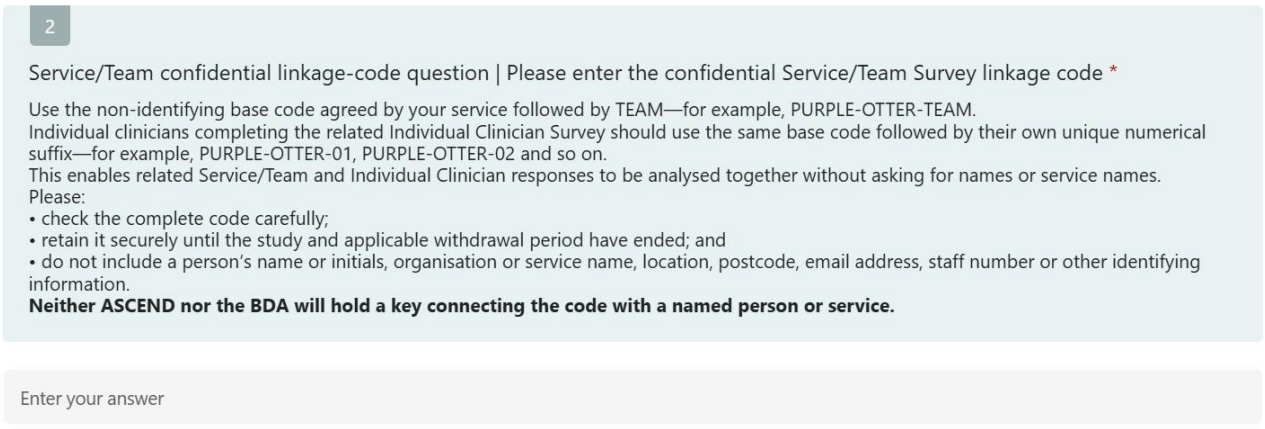
Why are so few questions marked as required?

- Only three questions in each survey are marked with an asterisk (*) and must be answered before Microsoft Forms will accept a submission. This allows you to move through the survey, submit the information available and return to complete the rest in stages.
- Unmarked questions are not unimportant. Every question contributes to ASCEND's understanding of caseload complexity, workload, staffing, service delivery, safety or sustainability and to the development of credible staffing, workload, job-planning and service-planning recommendations.
- Most questions remain optional so that you retain a genuine choice and are not prevented from progressing when information is unavailable. Missing information will limit the strength of the analysis and recommendations.
- The optional questions about work-related stress and feeling unwell because of work-related stress are particularly valuable. Drawn from the wider BDA safe-staffing survey, they allow workload and staffing information to be considered alongside clinicians' experiences of pressure, wellbeing and safety. This risk-line is what we need to identify where workload may become unsafe or unsustainable. Responses are confidential and disclosure-controlled, but you may leave these questions unanswered if you prefer.

Step by step guide to saving and editing

1. Your linkage code

Enter your confidential ASCEND linkage code exactly as agreed within your service. It enables ASCEND to link the coded Individual and Team Survey information for analysis and helps the project team locate your submission if you need assistance completing, correcting or replacing it.

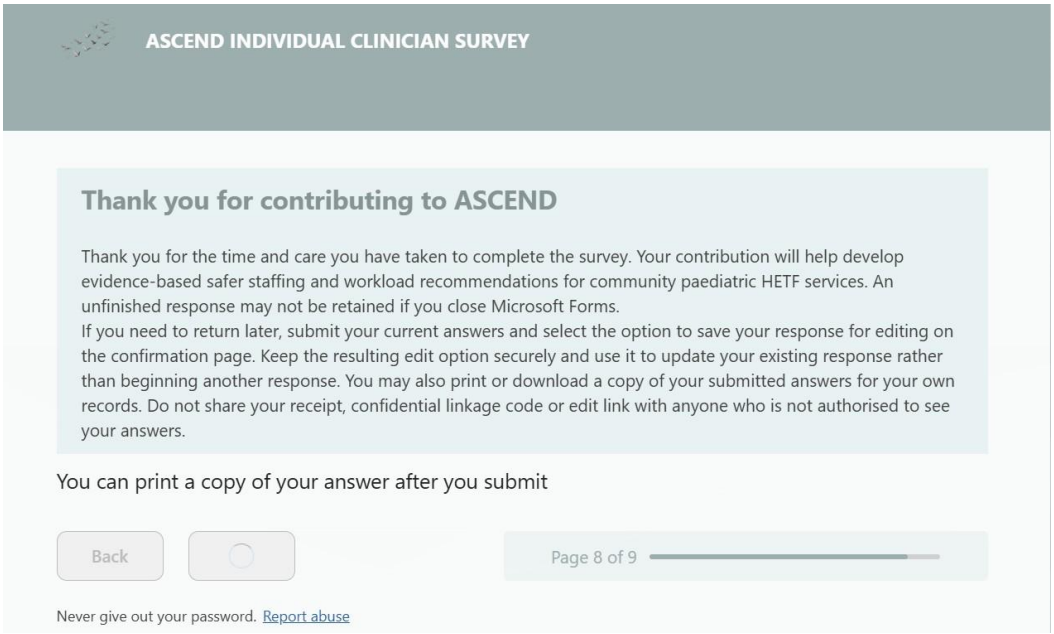


2. Questions required for submission

Only three questions in each survey must be completed before you can submit. In the Team Survey, all three appear near the beginning. In the Individual Clinician Survey, two appear near the beginning and the third is question 27; you can continue selecting Next to speed through the survey without answering the intervening optional questions and then submit and save to edit and 'print' as a pdf copy for your secure digital records.

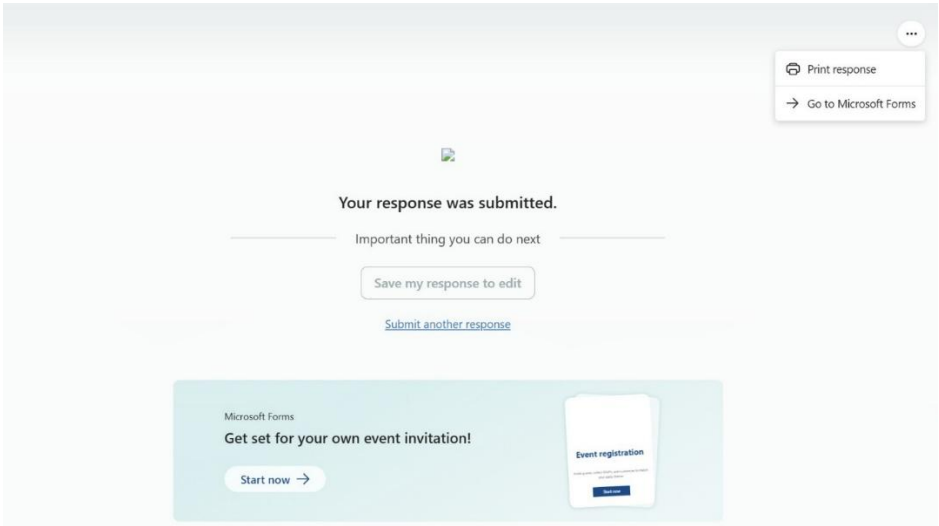
3. Initial submission

At the end of the survey, you can go back to review your answers or select Submit. You must submit the information entered before you can save the response for editing or print a copy. You can return to your existing survey and edit or add to it again after submission.



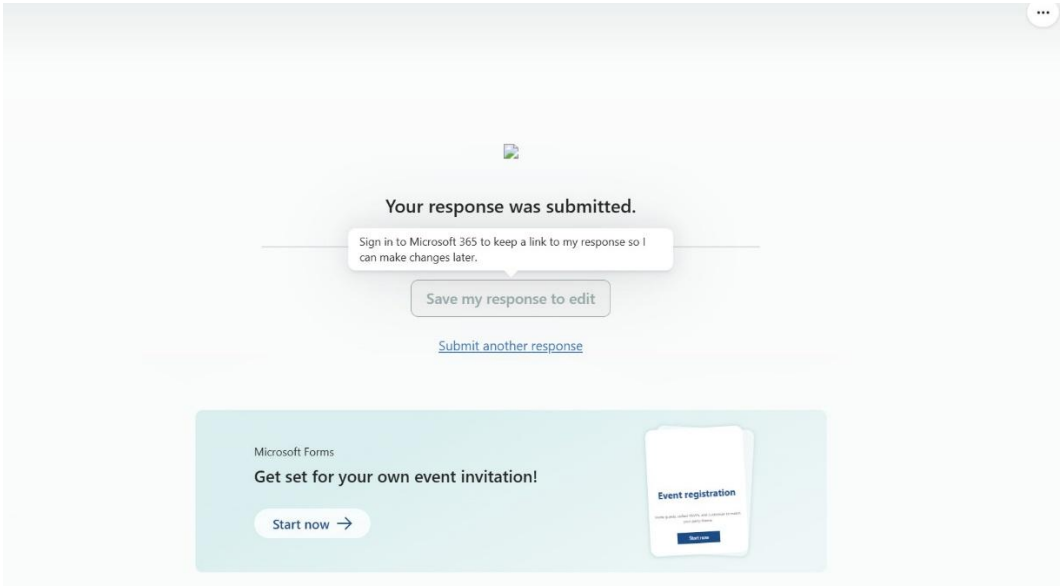
4. Keep a secure copy of your submission

On the confirmation screen, use the menu at the top right to print your response or save it as a PDF and keep in a secure digital or printed environment. This provides a useful backup and helps you check what remains to be completed. You can also use it to prepare your answers before resubmitting. Some NHS systems may not allow you to use your Microsoft Forms application (the next step), so please print or click print and when you see the options, save to pdf. This could be the most important step you take.



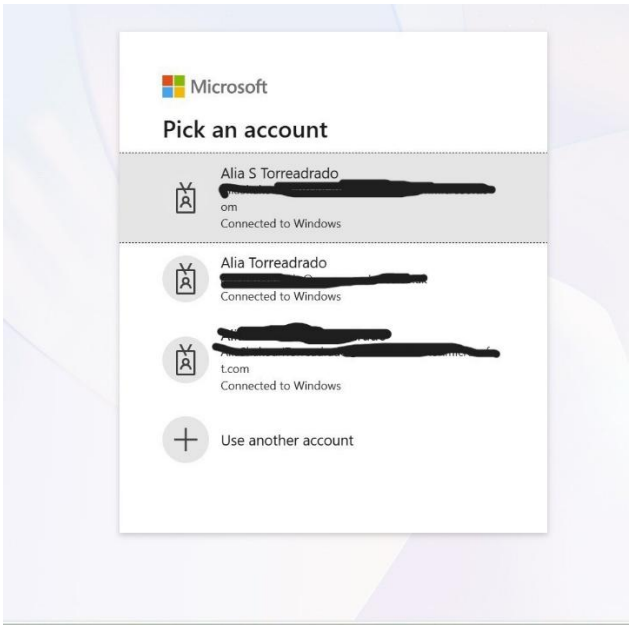
5. Save your response for future editing

After submitting and printing your survey, select **Save my response to edit** even if you do not currently expect to make changes.

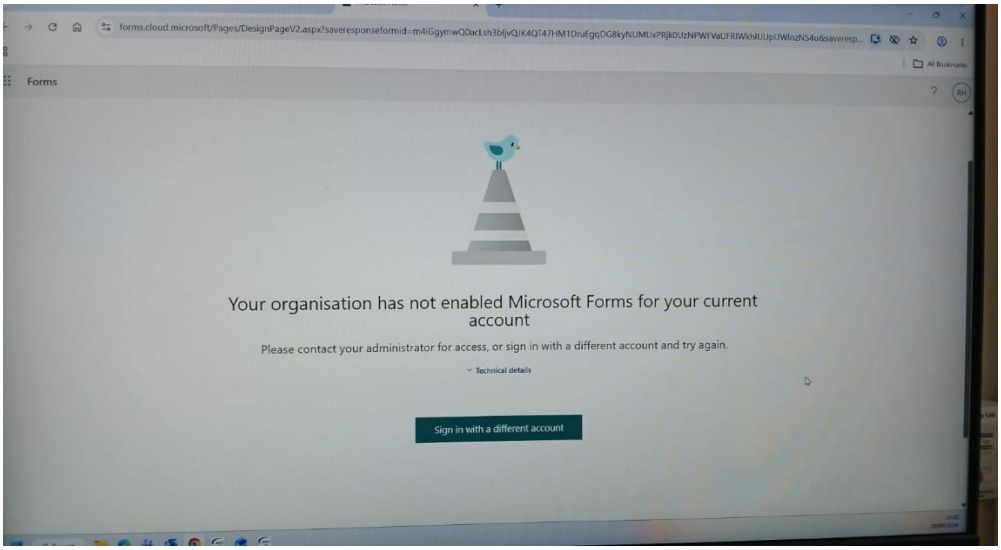


Microsoft may ask you to sign in again or confirm your account. Select your work Microsoft account first.

You may also enter your private Microsoft account, in some cases.

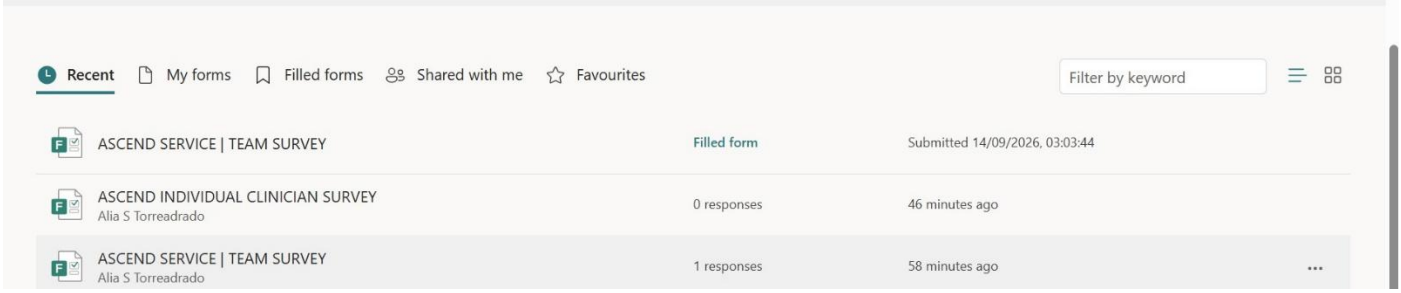


If none of those options work, because your work Microsoft system doesn't give you access to Microsoft Forms, you may see the image below:



6. Find your saved response

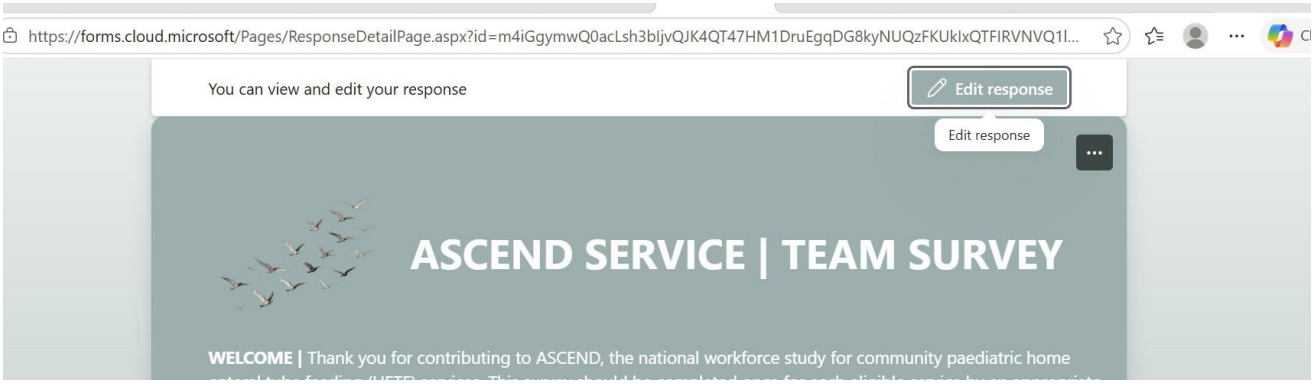
Depending on your Microsoft account and organisational system, the response may open directly or appear in Microsoft Forms under the **Filled forms** tab. To find it again, sign in with the same Microsoft account used when saving it.



7. Return to add or amend information

Open the saved response directly or through Microsoft Forms. Select Edit response at the top right, make your changes and submit the survey again so that the saved response is updated.

Repeat this process as often as needed until 30 November 2026. After each update, submit the survey, print your survey, then save the response for editing and keep a secure copy. This will replace your existing listed submitted survey in your Microsoft Forms Filled forms.



8. If you cannot retrieve your response

Contact the ASCEND project team before starting another submission, where possible. You do not need to give your name and may withhold caller identification. ASCEND will not add your telephone number to the project records.

Have your confidential linkage code available. It will normally allow the team to locate the coded submission and advise on the simplest way to add information, correct an answer or provide a replacement. If a replacement is required, use the same code so that the earlier response can be identified and treated as a superseding form submission during data checking.

When speaking to Alia, provide only the minimum information needed to locate the submission. Do not provide patient information or the names of colleagues, services or organisations.

For the Team Survey, contact the project team before submitting a replacement so that only one coordinated final response is retained for the service.

Contact us

ASCEND project team

projects@claritas-datalab.com

Telephone 07480 064575

SMS 07480 064575

https://hef.bda.uk.com