Note to reviewers: No changes have been made to the questionnaire since OMB's approval of OMB# 0902-0943. In addition to the questions presented in the questionnaire below, additional questions probing the respondents' cognitive processes will be administered, following the methodology laid out in the QDRL Generic IRC, OMB# 0902-0222 (ex 06/30/2015).



2012 National Study of Long-Term Care Providers (NSLTCP)

Residential Care Community Questionnaire

Dear Administrator / Executive Director,

The Centers for Disease Control and Prevention's National Center for Health Statistics (NCHS) is conducting the new National Study of Long-Term Care Providers (NSLTCP), which includes a national survey of residential care communities. RTI International has been contracted to carry out the data collection.

Please answer all of the questions in reference to the **residential care community** at the location shown on the pre-printed label below. If your residential care community is part of a multi-facility campus, please only answer for the residential care community portion of the campus. The accuracy of your answers is important to this study.

Residential care places are known by many different names. Just a few terms used to refer to these places are assisted living, personal care, and adult care homes, facilities, and communities; adult family and board and care homes; adult foster care; homes for the aged; and housing with service establishments. For this study, we refer to these places and others like them as residential care communities. Nursing homes are excluded.

If you need assistance or have any questions while completing this questionnaire, please call 1-800-957-6456 to speak to a member of the NSLTCP project team.

Thank you for taking the time to complete this questionnaire.

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Sincerely,

Angela M. Greene

Attachment 1a.

RTI International, Survey Contractor to NCHS

NOTICE – The Public Health Service Act provides us with the authority to do this research (42 United States Code 242k). All information which would permit identification of any individual, a practice, or an establishment will be held confidential, will be used for statistical purposes only by NCHS staff, contractors, and agents only when required and with necessary controls, and will not be disclosed or released to other persons without the consent of the individual or the establishment in accordance with section 308(d) of the Public Health Service Act (42 USC 242m) and the Confidential Information Protection and Statistical Efficiency Act (PL-107-347). Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to CDC/ATSDR Reports Clearance Officer; 1600 Clifton Road, MS D-74, Atlanta, GA 30333, ATTN: PRA (0920-0222). OMB #0920-0222; Expiration Date: 06/30/2015

National Center for Health Statistics

Division of Health Care Statistics



INSTRUCTIONS: Please clearly mark your responses in the boxes provided. Written answers should be printed in the space provided. Example Example Example

Residential care places are known by many different names. Just a few terms used to refer to these places are assisted living, personal care, and adult care homes, facilities, and communities; adult family and board and care homes; adult foster care; homes for the aged; and housing with service establishments. For this study, we refer to these places and others like them as residential care communities. Nursing homes are excluded.

Study Eligibility

The answers to the questions below determine if **this** residential care community meets the study definition for the 2012 National Study of Long-Term Care Providers. Please answer the following question(s) and follow the instructions next to the answer you mark.

- 1. Is this residential care community currently licensed, registered, listed, certified, or otherwise regulated by the state?
 - Yes CONTINUE
 No SKIP TO BOX A
- 2. Does this residential care community have 4 or more licensed, registered, or certified beds?
 - Yes CONTINUE
 No SKIP TO BOX A
- 3. Does this residential care community **exclusively** serve adults with mental retardation or a developmental disability, such as Down's syndrome or autism?
 - Yes SKIP TO BOX A
 No CONTINUE
- 3a. Does this residential care community **exclusively** serve adults with severe mental illness, such as schizophrenia or psychosis? Please do not include Alzheimer's disease or other dementias.
 - Yes SKIP TO BOX A
 No CONTINUE

- 3b. Does this residential care community exclusively serve both persons with mental retardation/a developmental disability and persons with severe mental illness?
 - Yes SKIP TO BOX A
 No CONTINUE
- 4. Does this residential care community provide or arrange for a personal care aide, registered nurse (RN), licenses practical nurse (LPN), or the director or assistant director (if they provide personal care or nursing services to residents) to be on-site 24 hours a day, 7 days a week to meet any resident needs that may arise? On-site means they are located in the same building, in an attached building or next door, or on the same campus.
 - Yes CONTINUE
 No SKIP TO BOX A
- 5. Does this residential care community offer help with activities of daily living, such as help with bathing, either directly or arranged through an outside vendor?
 - Yes SKIP TO QUESTION 6
 No CONTINUE
- **5a.** Does this residential care community offer assistance with the administration of medications, give reminders, or provide central storage of medications?
 - Yes CONTINUE
 No SKIP TO BOX A

 6. Does this residential care community offer at least 2 meals a day to residents? Yes CONTINUE NO SKIP TO BOX A 7. Is there at least one resident living at this residential care community? 	9. Is this residential care community owned by a person, group, or organization that owns or manages two or more residential care communities? This may include a corporate chain. Yes No
Yes SKIP TO QUESTION 8 THIS RESIDENTIAL CARE COMMUNITY IS ELIGIBLE TO PARTICIPATE IN THIS STUDY. No SKIP TO BOX A	10. Is this residential care community owned by any other type of organization? Yes CONTINUE No, not part of another organization SKIP TO QUESTION 11
Thank you very much for answering these questions. Unfortunately, this residential care community does not meet the study definition. This study is focused on residential care communities that are in some way regulated by the state and provide a broader array of residential care services.	10a. For each item (a–f) below, please indicate whether or not this type of organization owns this residential care community. Yes No
Please return this questionnaire in the enclosed return envelope so we will know that this residential care community is not eligible to participate in the 2012 National Study of Long-Term Care Providers. After receiving this questionnaire, we will not need to contact you again.	a. Hospital b. Nursing home or skilled nursing facility c. Home health agency d. Hospice agency
	e. Adult day services center f. Other
Please consult records and other staff as needed to answer questions. Please provide answers only for the residential care community portion of your campus.	11. At this residential care community, what is the number of licensed, registered, or certified residential care beds? Include both occupied and unoccupied beds. Number of beds
 What is the type of ownership of this residential care community? MARK ONLY ONE ANSWER Private, nonprofit Private, for profit Publicly traded company or limited liability company (LLC) Government—federal, state, county, or local government 	12. What is the total number of residents currently living at this residential care community? Include respite care residents. Number of residents

13. Of the residents currently living in this residential care community, how many are respite care residents?	Please provide answers only for the residential care community portion of your campus.
Number of residents OR None	18. Does this residential care community only serve adults with dementia or Alzheimer's disease?
14. Is this residential care community certified or otherwise set up to participate in Medicaid, either through the Medicaid State Plan or a home and community-based services waiver program? Yes No	Yes CONTINUE No SKIP TO QUESTION 18b 18a. Does this residential care community have specially trained staff for residents with dementia or Alzheimer's disease? Yes SKIP TO QUESTION 19 No SKIP TO QUESTION 19
15. During the last 30 days, how many of this residential care community's residents had some or all of their long-term care services paid by Medicaid? Number of residents OR None	18b. Does this residential care community have a distinct unit, wing, or floor that is designated as a dementia or Alzheimer's Special Care Unit?
16. A continuing care retirement community is a community that offers multiple levels of care such as independent living, residential care, and skilled nursing care, and provides residents the opportunity to remain in the same community as their needs change. Is this residential care community part of a continuing care retirement community?	Yes SKIP TO QUESTION 19 18c. How many licensed beds are in the dementia or Alzheimer's Special Care Unit? Number of beds
Yes No	18d. Does this dementia or Alzheimer's Special Care Unit have
 What is the total number of years this residential care community has been operating as a residential care community at this location? Less than 1 year 1 to 4 years 5 to 9 years 10 to 19 years 20 or more years 	a. Higher staff-to-resident ratios compared to other units? b. Specially trained staff for residents with dementia or Alzheimer's disease?

1	and, if it does, whether it is pro	lease mark whether or not this residential care community provides the service ovided only by residential care community employees, only by others through se mark "Not provided" if the residential care community only refers residents to
a.	Routine and emergency dental services by a licensed dentist	Not provided Provided only by residential care community employees Provided only by others through arrangement Provided by both residential care community employees and others through arrangement
b.	Hospice services	Not provided Provided only by residential care community employees Provided only by others through arrangement Provided by both residential care community employees and others through arrangement
C.	Social work services—provided by licensed social workers or persons with a bachelor's or master's degree in social work, and include an array of services such as psychosocial assessment, individual or group counseling, and referral services	Not provided Provided only by residential care community employees Provided only by others through arrangement Provided by both residential care community employees and others through arrangement
d.	Any case management services—generally a process of assessment, planning, and facilitation of options and services for an individual	Not provided Provided only by residential care community employees Provided only by others through arrangement Provided by both residential care community employees and others through arrangement
e.	Mental health services—target residents' mental, emotional, psychological, or psychiatric well-being and include diagnosing, describing, evaluating, and treating mental conditions	Not provided Provided only by residential care community employees Provided only by others through arrangement Provided by both residential care community employees and others through arrangement
f.	Any therapeutic services—physical, occupational, or speech	Not provided Provided only by residential care community employees Provided only by others through arrangement Provided by both residential care community employees and others through arrangement
g.	Pharmacy services—including filling of and delivery of prescriptions	Not provided Provided only by residential care community employees Provided only by others through arrangement Provided by both residential care community employees and others through arrangement
h.	Podiatry services	Not provided Provided only by residential care community employees Provided only by others through arrangement Provided by both residential care community employees and others through arrangement
i.	Skilled nursing services—must be performed by a RN or LPN and are medical in nature	Not provided Provided only by residential care community employees Provided only by others through arrangement Provided by both residential care community employees and others through arrangement
j.	Transportation services for medical or dental appointments	Not provided Provided only by residential care community employees Provided only by others through arrangement Provided by both residential care community employees and others through arrangement
k.	Transportation services for social and	Not provided

Provided only by residential care community employees
Provided only by others through arrangement
Provided by both residential care community employees and others through arrangement

20. For about how many of the current residents does this residential care community manage, supervise, or store medications; administer medications; or provide assistance with self-administration of medications? Number of residents OR None	23. On a regular basis, does this residential care community create daily schedules based on each resident's life history, abilities, and interests? Yes No
21. As a part of the admission process, does this residential care community screen residents for depression with a standardized tool such as the Geriatric Depression Scale, Beck Depression Inventory, or the Center for Epidemiological Studies-Depression (CES-D) scale? Yes No	24. On a regular basis, does this residential care community seek input from residents and their families into MARK YES OR NO IN EACH ROW Yes No a. What personal care services are received by the resident?
22. Disease-specific programs may include one or more of the following services—educational programs, physical activity programs, diet/nutrition programs, medication management programs, and weight management programs. For each condition (a–d) below, please indicate whether or not this residential care community offers any of these services for residents with this condition.	decorated? 25. On a regular basis, does this residential care community give residents choices for each of the following? MARK YES OR NO IN EACH ROW
a. Alzheimer's disease and other dementias	a. Meal times
b. Cardiovascular disease (e.g., heart disease, stroke, high blood pressure)	b. Where they eat c. Meal types/menus
c. Depression d. Diabetes	

Staff Profile

Please consult records and other staff as needed to answer questions.

Please provide answers only for the residential care community portion of your campus.

- **26.** For each item (a–d) below, please indicate the number of staff that currently work at this residential care community full-time and part-time. Please include:
 - both full-time and part-time residential care community employees (an individual is considered a community employee if the community is required to issue a Form W-2 on their behalf), and
 - other individuals or organization staff under contract with and working at this residential care community full-time and part-time.

Please report either the number of full-time and part time staff OR the number of full-time equivalent (FTE) staff, but not both, for the residential care community employee category and the contract staff category. If this residential care community does not have any staff for a specific category, enter "0" under the number of full-time and part-time staff.

	Current Residential Care Commur	nity Staff	Number of Full- Time Staff If none, enter "0"	Number of Part- Time Staff If none, enter "0"		Number of Full-Time Equivalent (FTE) Staff If none, enter "0"
a.	RNs	Residential care community employee(s)			OR	
		Contract staff			OR	
b.	LPNs/licensed vocational nurses (LVNs)	Residential care community employee(s)			OR	
	` ,	Contract staff			OR	
C.	assistants, home health aides, home care aides, personal care aides,	Residential care community employee(s)			OR	
	personal care assistants, and medication technicians or medication aides	Contract staff			OR	
d.	Social workers—licensed social workers or persons with a bachelor's or master's	Residential care community employee(s)			OR	
	degree in social work	Contract staff			OR	
 27. Do any activities directors or activities staff work at this residential care community? Include residential care community employees and contract staff. Yes CONTINUE No SKIP TO QUESTION 29 28. On an average shift, how many activities directors or activities staff are on-site providing services? Include residential care community employees and contract staff. Number of activities directors or activities staff OR None 						

Resident Profile

Please consult records and other staff as needed to answer questions.

Please provide answers only for the residential care community portion of your campus.

29. Of the residents currently living in this residential care community, how many are in each of the following categories? Count each resident only once. Enter "0" for any categories with no residents.	31. Of the residents currently living in this residential care community, how many are in each of the following age categories? Enter "0" for any categories with no residents. NUMBER O			
NUMBER OF	RESIDENTS			
RESIDENTS	a 17 years or younger			
a Highanic or Latino, of any race	a. 17 years or younger			
a. Hispanic or Latino, of any race	b. 18–44 years			
b. American Indian or Alaska Native,				
not Hispanic or Latino	c. 45–54 years			
c. Asian, not Hispanic or Latino				
	d. 55–64 years			
d. Black, not Hispanic or Latino	CF 74			
	e. 65–74 years			
e. Native Hawaiian or Other Pacific Islander, not Hispanic or Latino	f. 75–84 years			
Istalider, not mispanic of Eatino				
f. White, not Hispanic or Latino	g. 85 years and older			
g. Two or more races, not Hispanic or				
Latino	TOTAL			
h. Some other category reported in this residential care community's system	NOTE: Total should be the same as provided in Question 12.			
i. Not reported (race and ethnicity unknown)	32. Of the residents currently living in this residential care community, about how many have been diagnosed with each of the following conditions?			
	NUMBER OF RESIDENT			
NOTE: Total should be the same as provided in Question 12.	a. Alzheimer's disease or other dementias OR None			
30. Of the residents currently living in this residential care community, how many are in each of the following categories? Enter "0" for any categories	b. Developmental disability, such as mental retardation, autism, or Down's syndrome			
with no residents.	c. Severe mental illness, such as schizophrenia and psychosis			
RESIDENTS	d Deservation OD			
a. Male	d. Depression OR None			
b. Female	33. Before or upon admission, does this residential			
	care community use a standardized tool to conduct			
TOTAL	a formal assessment of its residents to identify anyone with a cognitive impairment?			
NOTE: Total should be the same as provided in				
Question 12.	Yes CONTINUE No. SKIP TO CHESTION 34			

33	Based on this assessment, about how many of the residents currently living in this residential care community have been identified as having a cognitive impairment? Number of residents OR None	36.	Of the residents currently living in this residential care community, about how many were discharged from an overnight hospital stay in the last 90 days? Exclude trips to the hospital emergency department that did not result in an overnight hospital stay.
34.	This next question asks about the number of residents at this residential care community who currently need assistance in activities of daily living (ADLs).		Number of residents ————————————————————————————————————
	Assistance refers to needing any help or supervision from another person, or use of special equipment. As a reminder, please provide answers only for the residential care portion of your campus.	36a	• Of the residents who were discharged from an overnight hospital stay in the last 90 days, about how many of those residents were re-admitted to the hospital for an overnight stay within 30 days of their hospital discharge?
	Of the residents currently living in this residential care community, about how many need any assistance in each of the following activities?		Number of residents OR None
a.	Transferring in and out of bed NUMBER OF RESIDENT OR None	37.	Of the residents currently living in this residential care community, about how many were treated in a hospital emergency department in the last 90 days?
b.	Transferring in and out of a Chair OR None		Number of residents OR None
c.	With eating, like cutting up food OR None	Quest	ions 38–40b refer to the last 12 months.
	With dressing OR None None None	38.	In the last 12 months, about how many residents moved into this residential care community? Count all residents who moved in—including respite care residents, residents who later died,
f.	In using the bathroom (toileting) OR None		and residents who no longer live here—regardless of the reason.
g.	With locomotion or walking—this includes using a cane, walker, or wheelchair and/or help from another person.	39.	Number of residents OR None In the last 12 months, about how many residents living in this residential care community died?
35.	·	40.	Include respite care residents. Number of residents OR None In the last 12 months, about how many residents,
	Number of residents OR None		including respite care residents, moved out of this residential care community? Exclude deaths and residents for whom the community is currently holding a bed for the resident. Number of residents

CONTINUE
None SKIP TO QUESTION 41

40a.		UMBER OF	months, care, inc	about how mar cluding housing, to meet their no	oved out in the last 12 ny left because the cost of meals, and services eeds, exceeded their
a.	Another assisted living or similar residential care community (e.g., adult care or personal care residence)	RESIDENTS			residents OR None
b.	Hospital				
с.	Nursing home				
d.	Private residence (house or apartment)				
e.	Some other place				
	TOTAL				
NOTE:	Total should be the same as provide Question 40.	d in			
6	Record Keeping Please provide answers only for the	residential ca	are community po	rtion of your ca	mpus.
tł	An Electronic Health Record is a compute the management of the resident's health are community use Electronic Health Research No	care. Other th			
0	For each item (a–s) below, please indic or tracks this information about resider andicate in Column 2 whether or not this o	nts. If this con	nmunity does colle	ct or track the in	nformation, please
			Column 1 Does this residential care community collect/track this information?	IF YES IN COLUMN 1	Column 2 Does this residential care community have the computerized capability to collect/track this information?
a. Cor	ntact info rmation for the resident' medical p	oroviders	Yes No		Yes No
b. Res	sident de <u>mographics</u>		Yes No		Yes No
c. Fun	nctional assessments		Yes No		Yes No
d. Ind	ividual service pians		Yes No		Yes No
	sident se rvice records (a record of t he service vided to each resident)	es being	Yes No		Yes No

42. Cont'd

	Column 1 Does this residential care community collect/track this information?	IF YES IN COLUMN 1	Column 2 Does this residential care community have the computerized capability to collect/track this information?
f. Clinical notes, such as medical history and daily progress notes	Yes No		Yes No
g. Resident problem list (medical and behavioral concerns)	Yes No		Yes No
h. Advance directives	Yes No		Yes No
i. Automatic reminders for updating records, scheduling screening tests or guideline based interventions	Yes — No		Yes No
j. Lists of medications	Yes No		Yes No
k. Medication administration records	Yes — No		Yes No
l. Active medication allergy lists	Yes No		Yes No
m. Warning of drug interactions or contraindications	Yes No		Yes No
n. Discharge and transfer summaries	Yes No		Yes No
o. Outside health care visits, including emergency room visits and overnight hospital admissions	Yes No		Yes No
p. Orders for prescriptions	Yes —		Yes No
q. Orders for tests	Yes		Yes No
r. Viewing laboratory/imaging results (seeing and reading test results)	Yes —		Yes No
s. Public health reporting	Yes No		Yes No
43. Does this residential care community's computerized with each of the following providers?	system support ele	ctronic health	information exchange
MARK YES OR NO IN	EACH ROW		
a. Physician	<u> </u>		

b. Pharmacy	
-------------	--

7 Contact Information

We would like to reach you if we have questions about your answers. Please provide your name, telephone number, work e-mail address, and job title. Your contact information will be kept confidential and will not be shared with anyone outside the project team.

PLEASE PRINT	
Your full name:	
Your work telephone number, with extension:	
Your work e-mail address:	
Your job title:	

Thank you for participating in the NSLTCP.

