

Attachment D: Electronic File Development

Form Approved
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Respondents will develop an electronic listing of the licensed residential care facilities (preferably in Excel format) for which the agency is responsible, if such files with the needed variables are not downloadable from the state's website.

Formats other than Excel can be negotiated on a case-by-cases basis, if an individual state cannot provide its file in Excel or doing so would be too burdensome on the state.

Encrypted files will be sent to NCHS via mail or electronically through a secure password-protected website to ensure the confidentiality of the data.

We will provide states with the specifications on what variables we need in the files. Variables needed include the name, address, phone number, and website (if available) of the residential care facility; name, phone number, and email address (if available) of facility director; licensure category; chain affiliation; ownership type; and bed size.

We expect this to take on average 2 hours.