Attachment A: Semi Structured Telephone Protocol

Introduction and verification of state government representative's name, agency, and position.

Explain why calling
- We are asking for your help as we construct the residential care sampling frame. The sampling frame will be used to draw a nationally representative sample for the 2018 wave of NSLTCP.
- Phone call takes on average 30 minutes to complete, and there may be an additional 1 hour needed for building an updated or more complete electronic listing that includes the needed information on each facility.

Share confidentiality, informed consent, and voluntary participation information
- All information which would permit identification of an individual, a practice, or an establishment will be held confidential, and will be used for statistical purposes only by NCHS staff and agents and will not be disclosed or released to other persons without your consent. If you have any questions about your rights as a participant in this research study, call NCHS' Confidentiality Officer at (888) 642-1459.
- Participation is voluntary, but will assist greatly in helping further our nation's understanding of residential care communties

Begin interview:
- Verify phone number and mailing/email address for followup
- Provide study definition of residential care community.
- Discuss state's current licensure categories for residential care communities and whether they meet the study definition and/or challenges in determining this.
- Discuss the state's website listing. Verify information on website list is current.
- Ask for additional/missing information (complete listing will have the name and geographic and mailing address of the residential care community, name of community director, licensure category, number of beds/units, types of residents, chain affiliation, and ownership).
- Come up with an action plan and timeline for electronic file development/delivery
- Ask if they are aware of any upcoming changes to the regulations regarding residential care in their state in the next two years.
- Ask if the state has a sense of the rate of openings and closures within the state

Thank you and closure.