

AHRQ
Nursing Home Survey on Patient Safety Culture
Survey Data File Specifications

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These specifications are for preparing your respondent-level data from the Nursing Home Survey on Patient Safety Culture (NHSOPS). The instructions below tell you how to prepare your Excel data file for submission to the NH SOPS Database.

INSTRUCTIONS (Excel File Only):

Step 1: Include a header row with the variable name for each column.

Step 2: Submit individual survey response data using the response values indicated in this document (beginning on page 4).

Step 3: Check your data before submitting for the following things:

- **OUT-OF-RANGE VALUES**

You should clean your data before submitting to the database to ensure that there are no out-of-range values and that the data submitted are free from error. Make sure all response values match the response value for the question.

- **REVERSE CODED ITEMS**

Do not submit reverse coded data on the survey's negatively worded items—simply submit each individual's unmodified responses to the survey items.

For example, survey item A6, "Staff use shortcuts to get their work done faster" is negatively worded. Regardless, the data should be submitted so that 1=Strongly disagree and 5=Strongly agree, as originally indicated in the survey, as follows:

1=Strongly Disagree
2=Disagree
3=Neither
4=Agree
5=Strongly Agree
9= Does Not Apply or Don't Know

- **JOB TITLES/WORK AREAS**

If your nursing home modified or added new job title (F1) or work area (F7) categories, you **MUST RECODE** your specific job title/work areas back to the survey's original job title/work area categories. If you added job titles/work areas that do not match any of the survey's original job titles/work areas, re-code your specific job titles/work areas as "OTHER" (F1 = "I", F7 = "E"), before submitting your data.

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- **OTHER, PLEASE SPECIFY TEXT**

Do not include Other-Please Specify data (questions F1 and F7, and Section G). While you may find it useful to review this text, it should not be submitted to the Database.

- **SPANISH VERSION OF THE NH SOPS**

Please indicate which respondents (if any) completed a Spanish or other language version of the safety culture survey, if you have this information available. You should do so by adding an 'S' (for Spanish) or "N" (for other language) to the Individual Unique Record ID (UNIQUEID) e.g. 001S, 002N.

- **OTHER LANGUAGE VERSION OF THE NH SOPS**

Please indicate which respondents (if any) completed the safety culture survey in a language that was not English or Spanish, if you have this information available. You should do so by adding an 'N' to the Individual Unique Record ID (UNIQUEID), e.g. 001N.

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SURVEY DATA FILE LAYOUT – EXCEL:

Record Identifier	Variable Name	Column Position	Response Values
Site ID	SITEID	Column A	If you are submitting data for multiple nursing homes, then each site should have a unique Site ID. If you have data for only one nursing home, then its Site ID can be 1.
Individual Unique Record ID	UNIQUEID	Column B	Each individual record in the dataset should have a unique ID, e.g. 001, 002, 003. NOTE: If an individual completed a Spanish survey, add an 'S' at the end of the Record ID, e.g. 001S.

SECTION A: Working in This Nursing Home

Survey Question	Variable Name	Column Position	Response Values
1. Staff in this nursing home treat each other with respect	A1	Column C	1=Strongly Disagree 2=Disagree 3=Neither Agree nor Disagree 4=Agree 5=Strongly Agree 9=Does Not Apply or Don't Know
2. Staff support one another in this nursing home	A2	Column D	1=Strongly Disagree 2=Disagree 3=Neither Agree nor Disagree 4=Agree 5=Strongly Agree 9=Does Not Apply or Don't Know
3. We have enough staff to handle the workload	A3	Column E	1=Strongly Disagree 2=Disagree 3=Neither Agree nor Disagree 4=Agree 5=Strongly Agree 9=Does Not Apply or Don't Know
4. Staff follow standard procedures to care for residents	A4	Column F	1=Strongly Disagree 2=Disagree 3=Neither Agree nor Disagree 4=Agree 5=Strongly Agree 9=Does Not Apply or Don't Know

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Survey Question	Variable Name	Column Position	Response Values
5. Staff feel like they are part of a team	A5	Column G	1=Strongly Disagree 2=Disagree 3=Neither Agree nor Disagree 4=Agree 5=Strongly Agree 9=Does Not Apply or Don't Know
6. Staff use shortcuts to get their work done faster	A6	Column H	1=Strongly Disagree 2=Disagree 3=Neither Agree nor Disagree 4=Agree 5=Strongly Agree 9=Does Not Apply or Don't Know
7. Staff get the training they need in this nursing home	A7	Column I	1=Strongly Disagree 2=Disagree 3=Neither Agree nor Disagree 4=Agree 5=Strongly Agree 9=Does Not Apply or Don't Know
8. Staff have to hurry because they have too much work to do	A8	Column J	1=Strongly Disagree 2=Disagree 3=Neither Agree nor Disagree 4=Agree 5=Strongly Agree 9=Does Not Apply or Don't Know
9. When someone gets really busy in this nursing home, other staff help out	A9	Column K	1=Strongly Disagree 2=Disagree 3=Neither Agree nor Disagree 4=Agree 5=Strongly Agree 9=Does Not Apply or Don't Know
10. Staff are blamed when a resident is harmed	A10	Column L	1=Strongly Disagree 2=Disagree 3=Neither Agree nor Disagree 4=Agree 5=Strongly Agree 9=Does Not Apply or Don't Know
11. Staff have enough training on how to handle difficult residents	A11	Column M	1=Strongly Disagree 2=Disagree 3=Neither Agree nor Disagree 4=Agree 5=Strongly Agree 9=Does Not Apply or Don't Know

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Survey Question	Variable Name	Column Position	Response Values
12. Staff are afraid to report their mistakes	A12	Column N	1=Strongly Disagree 2=Disagree 3=Neither Agree nor Disagree 4=Agree 5=Strongly Agree 9=Does Not Apply or Don't Know
13. Staff understand the training they get in this nursing home	A13	Column O	1=Strongly Disagree 2=Disagree 3=Neither Agree nor Disagree 4=Agree 5=Strongly Agree 9=Does Not Apply or Don't Know
14. To make work easier, staff often ignore procedures	A14	Column P	1=Strongly Disagree 2=Disagree 3=Neither Agree nor Disagree 4=Agree 5=Strongly Agree 9=Does Not Apply or Don't Know
15. Staff are treated fairly when they make mistakes	A15	Column Q	1=Strongly Disagree 2=Disagree 3=Neither Agree nor Disagree 4=Agree 5=Strongly Agree 9=Does Not Apply or Don't Know
16. Residents' needs are met during shift changes	A16	Column R	1=Strongly Disagree 2=Disagree 3=Neither Agree nor Disagree 4=Agree 5=Strongly Agree 9=Does Not Apply or Don't Know
17. It is hard to keep residents safe here because so many staff quit their jobs	A17	Column S	1=Strongly Disagree 2=Disagree 3=Neither Agree nor Disagree 4=Agree 5=Strongly Agree 9=Does Not Apply or Don't Know
18. Staff feel safe reporting their mistakes	A18	Column T	1=Strongly Disagree 2=Disagree 3=Neither Agree nor Disagree 4=Agree 5=Strongly Agree 9=Does Not Apply or Don't Know

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SECTION B: Communications

Survey Question	Variable Name	Column Position	Response Values
1. Staff are told what they need to know before taking care of a resident for the first time	B1	Column U	1=Never 2=Rarely 3=Sometimes 4=Most of the time 5=Always 9=Does Not Apply or Don't Know
2. Staff are told right away when there is a change in a resident's care plan	B2	Column V	1=Never 2=Rarely 3=Sometimes 4=Most of the time 5=Always 9=Does Not Apply or Don't Know
3. We have all the information we need when residents are transferred from the hospital	B3	Column W	1=Never 2=Rarely 3=Sometimes 4=Most of the time 5=Always 9=Does Not Apply or Don't Know
4. When staff report something that could harm a resident, someone takes care of it	B4	Column X	1=Never 2=Rarely 3=Sometimes 4=Most of the time 5=Always 9=Does Not Apply or Don't Know
5. In this nursing home, we talk about ways to keep incidents from happening again	B5	Column Y	1=Never 2=Rarely 3=Sometimes 4=Most of the time 5=Always 9=Does Not Apply or Don't Know
6. Staff tell someone if they see something that might harm a resident	B6	Column Z	1=Never 2=Rarely 3=Sometimes 4=Most of the time 5=Always 9=Does Not Apply or Don't Know
7. Staff ideas and suggestions are valued in this nursing home	B7	Column AA	1=Never 2=Rarely 3=Sometimes 4=Most of the time 5=Always 9=Does Not Apply or Don't Know

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Survey Question	Variable Name	Column Position	Response Values
8. In this nursing home, we discuss ways to keep residents safe from harm	B8	Column AB	1=Never 2=Rarely 3=Sometimes 4=Most of the time 5=Always 9=Does Not Apply or Don't Know
9. Staff opinions are ignored in this nursing home	B9	Column AC	1=Never 2=Rarely 3=Sometimes 4=Most of the time 5=Always 9=Does Not Apply or Don't Know
10. Staff are given all the information they need to care for residents	B10	Column AD	1=Never 2=Rarely 3=Sometimes 4=Most of the time 5=Always 9=Does Not Apply or Don't Know
11. It is easy for staff to speak up about problems in this nursing home	B11	Column AE	1=Never 2=Rarely 3=Sometimes 4=Most of the time 5=Always 9=Does Not Apply or Don't Know

SECTION C: Your Supervisor

Survey Question	Variable Name	Column Position	Response Values
1. My supervisor listens to staff ideas and suggestions about resident safety	C1	Column AF	1=Strongly Disagree 2=Disagree 3=Neither Agree nor Disagree 4=Agree 5=Strongly Agree 9=Does Not Apply or Don't Know
2. My supervisor says a good word to staff who follow the right procedures	C2	Column AG	1=Strongly Disagree 2=Disagree 3=Neither Agree nor Disagree 4=Agree 5=Strongly Agree 9=Does Not Apply or Don't Know

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Survey Question	Variable Name	Column Position	Response Values
3. My supervisor pays attention to resident safety problems in this nursing home	C3	Column AH	1=Strongly Disagree 2=Disagree 3=Neither Agree nor Disagree 4=Agree 5=Strongly Agree 9=Does Not Apply or Don't Know

SECTION D: Your Nursing Home

Survey Question	Variable Name	Column Position	Response Values
1. Residents are well cared for in this nursing home	D1	Column AI	1=Strongly Disagree 2=Disagree 3=Neither Agree nor Disagree 4=Agree 5=Strongly Agree 9=Does Not Apply or Don't Know
2. Management asks staff how the nursing home can improve resident safety	D2	Column AJ	1=Strongly Disagree 2=Disagree 3=Neither Agree nor Disagree 4=Agree 5=Strongly Agree 9=Does Not Apply or Don't Know
3. This nursing home lets the same mistakes happen again and again	D3	Column AK	1=Strongly Disagree 2=Disagree 3=Neither Agree nor Disagree 4=Agree 5=Strongly Agree 9=Does Not Apply or Don't Know
4. It is easy to make changes to improve resident safety in this nursing home	D4	Column AL	1=Strongly Disagree 2=Disagree 3=Neither Agree nor Disagree 4=Agree 5=Strongly Agree 9=Does Not Apply or Don't Know
5. This nursing home is always doing things to improve resident safety	D5	Column AM	1=Strongly Disagree 2=Disagree 3=Neither Agree nor Disagree 4=Agree 5=Strongly Agree 9=Does Not Apply or Don't Know

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Survey Question	Variable Name	Column Position	Response Values
6. This nursing home does a good job keeping residents safe	D6	Column AN	1=Strongly Disagree 2=Disagree 3=Neither Agree nor Disagree 4=Agree 5=Strongly Agree 9=Does Not Apply or Don't Know
7. Management listens to staff ideas and suggestions to improve resident safety	D7	Column AO	1=Strongly Disagree 2=Disagree 3=Neither Agree nor Disagree 4=Agree 5=Strongly Agree 9=Does Not Apply or Don't Know
8. This nursing home is a safe place for residents	D8	Column AP	1=Strongly Disagree 2=Disagree 3=Neither Agree nor Disagree 4=Agree 5=Strongly Agree 9=Does Not Apply or Don't Know
9. Management often walks around the nursing home to check on resident care	D9	Column AQ	1=Strongly Disagree 2=Disagree 3=Neither Agree nor Disagree 4=Agree 5=Strongly Agree 9=Does Not Apply or Don't Know
10. When this nursing home makes changes to improve resident safety, it checks to see if the changes worked	D10	Column AR	1=Strongly Disagree 2=Disagree 3=Neither Agree nor Disagree 4=Agree 5=Strongly Agree 9=Does Not Apply or Don't Know

SECTION E: Overall Rating

Survey Question	Variable Name	Column Position	Response Values
1. I would tell friends that this is a safe nursing home for their family	E1	Column AS	A=Yes B=Maybe C=No
2. Please give this <u>nursing home</u> an overall rating on resident safety	E2	Column AT	1=Poor 2=Fair 3=Good 4=Very Good 5=Excellent

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SECTION F: Background Information

Survey Question	Variable Name	Column Position	Response Values
1. What is your job in this nursing home?	F1	Column AU	A=Administrator/Manager B=Physician (MD, DO) C=Other Provider D=Licensed Nurse E=Nursing Assistant/Aide F=Direct Care Staff G=Administrative Support Staff H=Support Staff I=Other (Please write the title of your job)
TEXT FOR OTHER, PLEASE SPECIFY [F1, item i]* - DO NOT SUBMIT TO DATABASE			
2. How long have you worked in this nursing home?	F2	Column AV	A=Less than 2 months B=2 to 11 months C=1 to 2 years D=3 to 5 years E=6 to 10 years F=11 years or more
3. How many hours per week do you usually work <u>in this nursing home</u> ?	F3	Column AW	A=15 or fewer hours per week B=16 to 24 hours per week C=25 to 40 hours per week D=More than 40 hours per week
4. When do you work most often?	F4	Column AX	A=Days B=Evenings C=Nights
5. Are you paid by a staffing agency when you work for this nursing home?	F5	Column AY	A=Yes B=No
6. In your job in this nursing home, do you work directly with residents most of the time?	F6	Column AZ	A=YES, I work directly with residents most of the time B=NO, I do NOT work directly with residents most of the time
7. In this nursing home, where do you spend most of your time working?	F7	Column BA	A=Many different areas or units in this nursing home/No specific area or unit B=Alzheimer's / Dementia unit C=Rehab unit D=Skilled nursing unit E=Other area or unit (Please specify)
TEXT FOR OTHER, PLEASE SPECIFY [F7, item e]* - DO NOT SUBMIT TO DATABASE			

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SECTION G: Your Comments

Please feel free to write any comments about resident care and safety in this nursing home* - **DO NOT SUBMIT TO DATABASE**

*DO NOT SUBMIT OTHER SPECIFY TEXT OR TEXT ON COMMENTS TO THE DATABASE (ITEMS IN SHADED ROWS)