



2013 Home Health and Hospice Care Nurse Staffing Study (HHCNSS) SURVEY INSTRUCTIONS

IMPORTANT DATES:

STEPS IN THE PROCESS:

1. Complete the paper survey. A copy of the survey is contained in this mail out. You will also receive a pdf version of the survey via email on June 4th, 2013, which you can print out and complete.
2. Visit <http://2013HHCNSS.questionpro.com> and complete the online survey using your paper survey as reference.

Survey Link

<http://2013HHCNSS.questionpro.com/>

We encourage that you complete the survey online but you may also submit a complete copy of the survey by fax to 512-776-7344, by scan and email to tcnws@dshs.texas.gov or by mail to:

Department of State Health Services
Center for Health Statistics—MC1898
Texas Center for Nursing Workforce Studies
P.O. Box 149347
Austin, TX 78714 - 9347

REPORTING PERIOD

There are two reporting periods for this survey:

- Census date: April 30, 2013
- Calendar year: January 1, 2012 – December 31, 2012

Please read each question carefully to determine the reporting period that applies to each question.



QuestionPro INSTRUCTIONS

Refer to these instructions if you have questions using the online survey program, QuestionPro. If you need additional help, please contact Joanne Delk at the Texas Center for Nursing Workforce Studies at (512) 776-6164 or tcnws@dshs.texas.gov.

Survey Link

<http://2013HHCNSS.questionpro.com/>

NAVIGATING THROUGH THE ONLINE SURVEY

Visit the link above and select the <CONTINUE> button at the bottom of the first screen to begin the HHCNSS. Selecting the <CONTINUE> button on each subsequent screen will allow you to proceed through the survey to the end.

It is not possible to return to previous pages to change your entries. If any entries require revision, please email the corrections to Joanne Delk at the Texas Center for Nursing Workforce Studies, tcnws@dshs.texas.gov.

STOPPING THE SURVEY AND CONTINUING LATER

We strongly encourage you to assemble all your data on the blank paper survey document before you begin the online survey so that you can complete the HHCNSS in one session. However, in the event that you are unable to complete the survey in one sitting, this will allow you to stop and resume at a later time.

When you click on the <SAVE PAGE AND CONTINUE LATER> button the following text box will appear. You must complete all the questions on the current page before you can save.

Warning:

Please make sure you have answered all the questions on this page. If you have not answered all the questions, please click on the Cancel button to return to the page and finish your responses. If you have answered all the questions then please click on the OK button.



After you select 'OK' , a new page will open, and the system will ask for your email address:

Please enter in your email address so that we can send you a link to the location that you have saved.

Email Address

Confirm Email Address

Email me the link

After you click on the "Email me the link" button, the system will email you an electronic link to your partially-completed survey. The email will come from "2013 HHCNSS."

When you are ready to return to the survey, click on the link in the email. The survey should direct you to the page following the one on which you selected the <SAVE PAGE AND CONTINUE LATER> button.

Please remember:

You may stop the survey and continue later, but you may only submit the survey one time. Once you click <SUBMIT SURVEY> at the end, you will no longer be able to resume the survey!

PRINTING & REVISING YOUR COMPLETED SURVEY

After you complete your survey and click the <Submit Survey> button you will have the opportunity to review and print your survey.

After reviewing your survey, if you find any entries that require revision, please email the corrections to Joanne Delk at the Texas Center for Nursing Workforce Studies, tcnws@dshs.texas.gov.

REQUIRED QUESTIONS

We request that you complete all applicable questions in the HHCNSS before submission. Some questions, however, **MUST** be completed before the system will accept survey submission. Questions marked with an "*" are required.



VALIDATION CHECKS AND FORMATTING DATA

Validation checks have been built into the survey to help prevent errors. A validation error occurs when you fail to answer a required question or to format an answer correctly.

You will not know that you entered an invalid error until you click the <Continue> button. When there is an error QuestionPro will not let you move onto the next page of the survey. An error message will appear at the top of the page letting you know how many errors are on the current page.

 There are 1 Validation Error(s)

Additionally, QuestionPro will explain the error next to the appropriate question as in the example below.

 Value has to be a numeric value.

License # (For identification purposes only). *

12345a

You must submit the survey by Friday, July 12, 2013

If you have any questions or need assistance with the online survey, please contact Joanne Delk at the Texas Center for Nursing Workforce Studies at (512) 776-6164 or tcnws@dshs.texas.gov.

Thank you for completing the 2013 HHCNSS.



2013 Home Health and Hospice Care Nurse Staffing Study OPERATIONAL DEFINITIONS

Administrator - The person who is responsible for the day-to-day operations of an agency.

Advanced Practice Registered Nurse (APRN) - A registered nurse approved by the Board of Nursing to practice as an advanced practice nurse based on completing an advanced educational program acceptable to the Board. The term includes a nurse practitioner, nurse-midwife, nurse anesthetist, and a clinical nurse specialist.

Agency - A home and community support services agency.

Alternate Delivery Site - A facility or site, including a residential unit or an inpatient unit:

- (A) that is owned or operated by an agency providing hospice services;
- (B) that is not the hospice's principal place of business. For the purposes of this definition, the hospice's principal place of business is the parent office for the hospice;
- (C) that is located in the geographical area served by the hospice; and
- (D) from which the hospice provides hospice services.

Branch Office - A facility or site in the service area of a parent agency from which home health or personal assistance services are delivered or where active client records are maintained. This does not include inactive records that are stored at an unlicensed site.

Experienced RN - an RN who has one or more years of nursing experience involving direct patient care.

Full-time - a nurse who works a full work week and full work year, as defined by the employer.

Full-time Equivalents (FTEs) - the equivalent of one (1) full-time employee working for one year or a staff position budgeted for 2,080 hours per year. This is generally calculated as 40 hours per week for 52 weeks (or other variations such as 80 hours in a 14 day time frame), for a total of 2,080 paid hours per year. This includes both productive and non-productive (vacation, sick, holiday, education, etc.) time. Two employees each working 20 hours per week for one year would be the same as one FTE.

Home Health Aide (HHA) - An individual working for an agency who meets at least one of the requirements for home health aides as defined in §97.701 of the Texas Administration Code.



Licensed and Certified Home Health / Hospice Agency – a home and community support services agency, or portion of the agency that is licensed to provide home health/hospice services through the Department of Aging and Disability Services (DADS) and is certified by an official of the Department of Health and Human Services as in compliance with conditions of participation in Social Security Act, Title XVIII (42 United States Code (USC) §1395 et seq.).

Licensed Vocational Nurse (LVN) - an individual who holds a current license to practice as a practical or vocational nurse in Texas or a compact state.

Nurse Aide (NA) - individuals who assist nursing staff in the provision of basic care to clients and who work under the supervision of licensed nursing personnel. Included in, but not limited to, this category are certified nurse aides, nurse aides, nursing assistants, orderlies, attendants, personal care aides, medication technicians, unlicensed assistive personnel and home health aides.

Nurse Informaticist – a registered nurse who integrates nursing science, computer science, and information science in identifying, collecting, processing, and managing data and information to support nursing practice, administration, education, research, and the expansion of nursing knowledge.

Parent Agency — an agency that develops and maintains administrative controls and provides supervision of branch offices and alternate delivery sites.

Part-time – a nurse who works less than full-time, as defined by the employer.

Registered Nurse (RN) - an individual who holds a current license to practice within the scope of professional nursing in Texas or a compact state.

Separations - the number of people (head count) who left your organization in the specified time frame. Include voluntary and involuntary terminations or separations. Do NOT count contract/temporary labor, students in training, travelers or separations due to illness or death in the termination or separation numbers. Do not include within-organization transfers.

Visits - direct face-to-face contact with a client for the purpose of delivering service regardless of length of time of the visit or payment source. Include all visits made during the report year, including visits for patients already on service at the beginning of the reporting year.