



## 2014 Long Term Care Nurse Staffing Study (LTCNSS) SURVEY INSTRUCTIONS

### IMPORTANT DATES:

Survey completion deadline:

**Wednesday, April 30, 2014**

### 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, which you can print out and complete.
2. Visit <http://www.dshs.state.tx.us/chs/cnws/LTCNSS/> and click on the link that invites you to Complete the 2014 LTCNSS survey. Complete the online survey using your paper survey as reference.

Access to the Survey Link

<http://www.dshs.state.tx.us/chs/cnws/LTCNSS/>

We encourage you to complete the survey online. You may also submit a completed copy of the survey by:

- Fax: 512-776-7344
- Scan and email: [TCNWS@dshs.texas.gov](mailto:TCNWS@dshs.texas.gov), or
- Mail:

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: February 28, 2014
- Calendar year: January 1, 2013 – December 31, 2013

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

Refer to these instructions if you have questions using the online survey program, Qualtrics. If you need additional help, please contact the Texas Center for Nursing Workforce Studies at (512) 776-6164 or [TCNWS@dshs.texas.gov](mailto:TCNWS@dshs.texas.gov).



Access to the Survey Link

<http://www.dshs.state.tx.us/chs/cnws/LTCNSS/>

### **NAVIGATING THROUGH THE ONLINE SURVEY**

Visit the link above and click on the link "Complete the 2014 LTCNSS survey". This will take you to the survey. Select the "Continue >>" button at the bottom of the first screen to begin the LTCNSS. Selecting the "Continue >>" button on each subsequent screen will allow you to proceed through the survey to the end.

Select the "Back <<" button to return to previous pages of the survey. Do not use your keyboard's backspace button or your Internet browser's back button to return to a previous page, as these will kick you out of the survey.

### **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 LTCNSS in one session.** However, in the event that you are unable to complete the survey in one sitting, you will be able to stop and resume at a later time.

When you leave the survey, the next time you click on the survey link you will re-enter the survey where you left off. You will have one week to return to the survey and finish your response. After a week, your response will be recorded as-is.

#### **Attention:**

Save and Continue will work as long as you return to the survey on the same Internet browser and computer you started the survey on.

**You may stop the survey and continue later, but you may only submit the survey one time. Once you click "Submit" on the last page of the survey, you will no longer be able to resume the survey!**

### **PRINTING & REVISING YOUR COMPLETED SURVEY**

After you complete the survey, you will be redirected to a preview of your completed survey that you can review and print for your records.

After reviewing your survey, if you find any entries that require revision, please email the corrections to the Texas Center for Nursing Workforce Studies, [TCNWS@dshs.texas.gov](mailto:TCNWS@dshs.texas.gov).



## **REQUIRED QUESTIONS**

We request that you complete all applicable questions in the LTCNSS before submission. Some questions, however, **MUST** be completed before the system will accept survey submission. Required questions are marked with an “\*” on the print version of the survey.

## **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 answer until you click the “Continue >>” button. When there is an error, Qualtrics 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.

**Sorry, you cannot continue until you correct the following:**

- **Issue 1**
  - *Please answer this question.*
- **Issue 2**
  - *Please enter a valid number.*

Additionally, Qualtrics will explain the error above the appropriate question as in the example below.

**Please enter a valid number.**

**What is the maximum number of hours per week that is considered part-time in your organization?**

4a

**You must submit the survey by Wednesday, April 30, 2014**

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

**Thank you for completing the 2014 LTCNSS.**