IMPORTANT DATES:

Survey completion deadline: Friday, May 12, 2017

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.


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, 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: January 27, 2017
- Calendar year: January 1, 2016 – December 31, 2016

Please read each question carefully to determine the reporting period that applies to each question.
2017 Long Term Care Nurse Staffing Study
Survey Instructions

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) 776-2806 or TCNWS@dshs.texas.gov.

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<th>Survey Link</th>
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**NAVIGATING THROUGH THE ONLINE SURVEY**

Visit the link above and click on the link “TO FILL OUT THE 2017 LTCNSS SURVEY, CLICK HERE”. 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:**

Resuming your survey later will work as long as you return to the survey on the same Internet browser and computer on which you started the survey.
You may stop the survey and continue later, but you may only submit the survey one time. Once you click “Submit Survey” 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.

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.

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

![Error Example]

You must submit the survey by Friday, May 12, 2017.

If you have any questions or need assistance with the online survey, please contact the Texas Center for Nursing Workforce Studies at (512) 776-2806 or TCNWS@dshs.texas.gov.

Thank you for completing the 2017 LTCNSS.
Administrative (LVN/RN) – those who work in supervisory or administrative roles and are responsible for the day-to-day operations of a facility.

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 – Inpatient facilities offering long-term skilled nursing services.

Certified Medication Aide (CMA) – a person permitted by the Texas Department of Aging and Disability Services (DADS) to administer medications to residents in nursing facilities, intermediate care facilities for individuals with an intellectual disability or related conditions, correctional institutions, and assisted living (personal care) facilities.

Director of Nursing (DON) – The individual who has ultimate primary responsibility for assuring the delivery of nursing and resident care services.

Direct Resident Care (LVN/RN) – those who work directly with residents; does not include nurses in supervisory or administrative roles.

Employment model – Under this model, transition to practice programs hire nurses as permanent employees of the health care organization prior to entry into the program.

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

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.

Long Term Care (LTC) – services that help meet both the medical and non-medical needs of people with a chronic illness or disability who cannot care for themselves.

Non-employment model – Under this model, organizations engage nurses for the duration of the transition to practice program without a commitment for continued employment.
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, and personal care aides.

Nurse Residency – a series of learning sessions and work experiences that occurs continuously over a predetermined period of time and is designed to assist new employees as they transition to their first professional nursing role. For the purpose of this survey, nurse residency programs are geared toward newly licensed nurses, or nurses licensed for less than one year.

Nurse Fellowship – a series of learning sessions and work experiences that occurs continuously over a predetermined period of time and is designed to assist experienced nurses to master new clinical settings or newly certified or licensed advanced practice nurses to master new settings, specialties, or roles.

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

Per diem – an arrangement wherein a nurse is employed directly on an as needed basis and usually has no benefits.

Preceptorship/Mentorship – A formal, one-on-one teaching-learning relationship of predetermined length between a competent preceptor or mentor and a newly licensed nurse that facilitates transition to practice.

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.

Student Nurse Internship/Externship – a training program designed for upper-level nursing students to further develop nursing skills and assist in the successful transfer from educational to clinical settings.

Temporary Staff– those nurses that contract their services to an organization, rather than being employed by the organization itself. This designation includes contract, agency, and traveling staff.

Transition to Practice Program – formal programs of active learning for:
- newly licensed registered nurses (RNs) and licensed vocational nurses (VNs) designed to support their progression from education to practice
- experienced nurses who transition to a new practice setting or specialty
- newly licensed advanced practice registered nurses (APRNs) transitioning to a new practice setting, specialty, or role.