



2023 ASSISTED LIVING SURVEY

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Important dates:

- Survey will be opened:

March 20, 2024 – April 30, 2024

- 2 types of profiles:

- Facility profile
- Resident profile(s)
 - Any resident who lived at your facility in 2023:

January 1, **2023** – December 31, **2023**

- Important Dates and Information

- Helpful hints (User instructions, AL Survey Updates, Respite Residents, Non-Respite Residents, Adding Residents, FTE)

Logon Credentials

- Please take a moment to review your logon credentials and make sure that the correct contact people are listed in the ALRPS system.
- To do this, go to <https://www.njalsurvey.com>.
- You can also request to add new people by sending an email to ALSurvey@njha.com.

Logging in ...

- Can I use my password from last year?

YES

Change your password the first time you login after the survey opens.

- I forgot my password from last year.

Email alsurvey@njha.com

Change your password the first time you login after the survey opens.

- New password first time you login for a new reporting year.

New Resident Profile Questions:

- Resident has a mental health diagnosis (i.e. depression, anxiety, schizophrenia) that is NOT dementia?
(Yes/No)
- Resident has a substance use disorder diagnosis?
(Yes/No)

What is an FTE?

Full-time equivalent positions

A full-time equivalent is NOT the same of the number of full-time employees.

Calculation

- **ADD** hours worked by all personnel employed by your AL community during 2023.
 - includes full-time, part-time, per-diem, contracted personnel, housekeeping, dietary aides, cooks, administrators, receptionists, marketing personnel ...
- **DIVIDE BY 2080**
 - 40 hours/week X 52 weeks/year = 2080 hours worked/year
 - Example: 45,750 hours / 2080 = 22 FTE

FTE Validation

- 2022 Survey:
 - 20 FTEs
- Create a range using “20”
 - 20 – 10% low end
 - 20 + 10% high end
- Acceptable range:
 - 18-22 FTEs
- Outside that range:
 - Text box and ask for an explanation

Remember:

- Survey will be open: **March 20, 2024 – April 30, 2024**
- Survey covers the data period: January 1, 2023 – December 31, 2023
- Email address:
alsurvey@njha.com
- Technical assistance: 1-800-828-9366
- URL: <https://www.njalsurvey.com>