

Assisted Living Resident Profile Survey
Frequently Asked Questions ~ March 2025

How do you get the FTE number from the prior year if you didn't print it?

The most important thing is to provide an accurate FTE number for the 2024 reporting year. The system will prompt you to provide a reason for a variance that falls outside the 10% window we have provided for normal fluctuations in staffing patterns. If you must have the 2023 FTE number you submitted, please email alsurvey@njha.com

Is the FTE number only for nursing staff?

No, the FTE number is for all staff, per diem staff, contract staff, agency staff in all disciplines.

Can you clarify having a CMA program in-house versus not having one?

The survey asks if your organization has an active CMA program in which CMAs administer medications for residents. In other words, does your organization actively use CMAs as part of the care team.

The survey also asks if your organization has an in-house CMA training program.

Do we have to add every resident who lived in the building in 2024?

If a resident was admitted in CY 2024 and discharged prior to Dec. 31, you must enter the information for the resident and indicate their discharge date. The survey data is used to analyze characteristics of residents who are still living in the community as of 12/31/24 as well as those who were discharged during the calendar year.

I am new to my community. Can I import the data from the prior year?

Yes, because the data is the facility's data.

My facility was purchased by another company. Do I include the residents from the prior company as well if they continued living withing the community? Also if someone expired or was discharged while with the previous company do I still add to current survey?

If the resident was still living in the community as of 12/31/24, then you will have to enter their data. With a change of ownership, the new owner/operator will probably have to enter all the data, but please check with alsurvey@njha.com to see if we can help import any of the prior year's survey information. Likewise, if the resident died or was discharged during the calendar year, that information would have to be updated in the survey.

Husband is in AL and wife is in ML. Do they live together?

No, we only count them as living together if they reside in the same apartment or unit.

Discharge date - when resident physically left the facility?

A resident is considered discharged if there is no admission agreement in effect for the resident as of 12/31/24. If the resident is in the hospital, out on a temporary leave, etc., but still has an admission agreement in effect and is expected to return, then please count the resident as "in-house" as of 12/31/24.

So we can print out the work sheets for all new residents to have someone fill them out and then upload them into the system?

You can print work sheets, but they cannot be scanned or otherwise uploaded to the portal. The information will have to be keyed in.

Resident moved in January and a respite and converted to permanent status in February. How can I change his status? Discharge and reenter?

In this scenario, the resident would be admitted as respite, discharged with a reason "Conversion to permanent status" See screen shot below. The resident would then be readmitted as an in-house

resident.

**The New Jersey Department of Health
Division of Health Facilities Evaluation and Licensing
Assisted Living Residence and Comprehensive Personal Care Home**

**2024 Resident Profile Survey
Resident Information**

Demographic

Resident Identifier: Print

Gender: Male Female Medicaid Status: Yes No

Date of Birth: (mm/dd/yyyy) Date of Admission: (mm/dd/yyyy)

Admission Source:

Respite Status: Respite Non-Respite Discharged: Discharged In-House

ADL/Medication/Cognitive Impairment/Clinical Conditions

Please enter one of the following codes to identify each resident's need for assistance:

- 0 - Independent - Resident needs no assistance in performing the activity
- 1 - Limited - Resident needs some assistance in performing the activity
- 2 - Total - Resident is totally dependent upon others for the activity

Dressing: 0 1 2 Bathing: 0 1 2

Toilet Use: 0 1 2 Transfer: 0 1 2

Locomotion: 0 1 2 Bed Mobility: 0 1 2

Eating: 0 1 2 Med. Admin. Status: 0 1 2

Cognitive Skills: 0 1 2

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

Resident Contractual Information

Resident had a health service plan as of the last available data prior to the date of discharge: Yes No

Resident had a managed risk agreement as of the last available data prior to the date of discharge: Yes No

Discharge Disposition

Discharge Date: (mm/dd/yyyy)

Facility Discharged To:

Reason for Discharge:

Complete Status

In Process Complete

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Can the unique identifier include resident initials?

For security and privacy reasons, we do not recommend using anything, such as resident initials, that could be used to identify the resident.