

## **2023 NEW JERSEY ASSISTED LIVING RESIDENT PROFILE SURVEY (ALRPS)**

### **\*\*\*IMPORTANT DATES AND INFORMATION\*\*\***

- The 2023 ALRPS Webinar is scheduled for **March 20, 2024 at 2:00PM.**
- The 2023 online ALRPS will be available for data entry beginning **March 21, 2024.**
- The completed survey must be submitted no later than **April 30, 2024.**
- All New Jersey licensed Assisted Living Residences, Assisted Living Programs and Comprehensive Personal Care Homes (that are not inpatient hospices) are required to participate in the electronic Assisted Living Resident Profile Survey.
- If you have any questions regarding how to report data, please contact [alsurvey@njha.com](mailto:alsurvey@njha.com).
- If you need technical assistance, please contact NJHA Technical Support at [alsurvey@njha.com](mailto:alsurvey@njha.com) or (800) 828-9366 or (609) 275-4221.

### **Helpful Hints**

- Help Menu and AL Survey Updates
- Respite Residents
- Non-Respite Residents
- Adding Residents
- FTE

## User Manual and AL Survey Updates

Users of the ALRPS system are encouraged to have the Help Menu and training webinar slides “AL Survey Updates” handouts for reference when completing the ALRPS.

### Respite Residents

1. All residents with stays of 30 days or less for the purpose of providing relief to the resident’s primary caregiver(s) are considered respite residents.
2. Respite residents who are **discharged and readmitted** should be counted as **a separate admission each time they are admitted.**
3. Respite residents who convert to non-respite designation should be counted as **discharged** as respite residents and admitted as non-respite on the day of conversion.
4. For **in-house respite residents**, all information (e.g. Medicaid status, ADLs) should be as of the **date of admission.**
5. All respite residents who were **discharged** during calendar year 2023 should be listed. If respite residents are **discharged and readmitted**, **they should be listed separately each time that they are discharged.**

## Non-Respite Residents

1. Include all residents other than those defined as respite above.
2. For **in-house non-respite residents**, all information (e.g. Medicaid status, ADLs) should be as of **December 31, 2023**.
3. If the resident agreement is terminated, non-respite residents should be listed as **discharged**. If they are subsequently readmitted, they should be listed separately each time. If the resident agreement is maintained while the resident is away from the facility, the resident should be counted as an in-house non-respite resident.
4. All non-respite residents **discharged** during calendar year 2023 should be listed. **ADL information will be collected for all residents who were discharged. The ADL data will be the most recent available prior to or on the day of discharge.**

**What is considered a discharge?** A resident is considered discharged if there is no admission agreement in effect for the resident on Dec. 31. If a resident is in the hospital, out on a temporary leave, etc., **but still has an admission agreement in effect**, then count the resident as an “in-house” resident as of Dec. 31.

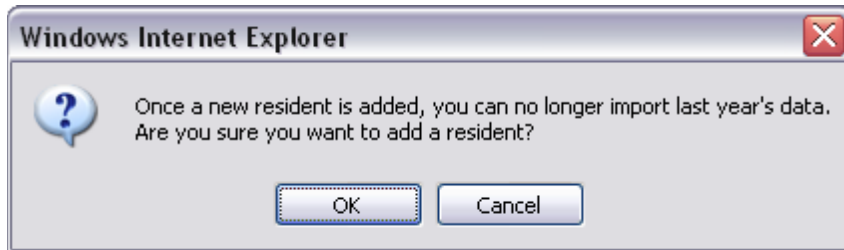
## Adding Residents

The first time a user logs into the ALRPS System, the Resident Profile screen will either be blank or have an import button available. If a survey was submitted via the website the previous year, then the previous year’s resident data can be imported for this year’s survey.

No resident data has been entered yet. Please click "Add New Resident" button to add data.  
Or click the "Import" button below to import the resident data from last year.

Import resident data from previous year

The import option is **ONLY** available until new residents are added (a warning is shown if you click **Add New Resident**):



Please note, there is only **ONE** opportunity to import residents from the previous year. **Once a new resident is added, you can no longer import last year's data.**

## **FTE**

A full-time equivalent is **NOT** the same as the number of individuals employed by the organization.

Calculate FTE as follows:

- An FTE is based on 2080 hours per year.
  - 40 hours/week x 52 weeks/year = 2080 hours worked/year
- You have to add up all your organization's hours worked and divide by 2080 to get FTEs.
- Include hours for part-time employees, per diem employees and contracted personnel in the calculation.

**Staffing Information**

\* Total number of full-time equivalents (including contracted service workers) – means the number of full time equivalent positions in the facility. A full-time equivalent is NOT the same as the number of individuals employed by the organization. Calculate full time equivalents as follows: An FTE is based on 2080 hours per year. You have to add up all your organization's hours worked and divide by 2080 to get FTEs. Include hours for part-time employees, per-diem employees and contracted personnel in the calculation.:

\* Variance from last year is +/-10%, please explain(0 character(s) of 500 max):

**FTE Validation**

If your variance is outside of + or – 10% of last year’s FTEs, you will be required to enter a reason why the number has changed.

For example, if the 2022 FTE was 20, your 2023 acceptable FTE range is 18-22 FTEs.

If the 2023 FTE range is outside of 18-22 FTEs, you must submit a valid explanation for the FTE change outside of + or – 10% of last year’s FTEs.