



American Health Care Association

2009 NURSING FACILITY STAFFING SURVEY

The American Health Care Association (AHCA) is conducting this survey to better describe the retention and turnover of nursing facility employees. Results of this survey will be reported in aggregate form only. Your data will be kept confidential, and your facility will not be identified in any way.

Medicare Provider ID: _____

Facility Name:

Address:

City:

State:

ZIP Code:

Optional

Contact Name:

Phone:

Please mail or fax your completed survey to:

AHCA 2009 Nursing Facility Staffing Survey
American Health Care Association,
1201 L Street, N.W., Washington, DC 20005
Main Fax: (202) 842-3860

*Please email any questions to research@ahca.org or
 Contact Bill Hartung at (202) 898-2841 or
 Jeffrey Liu at (202) 898-2818*

See detailed instructions on reverse side.

THANK YOU

			A	B	C
Nursing Facility Job Category		Nursing Facility Job Position	Total number of CURRENT employees	Number of employees who had worked in the facility for 1 YEAR or longer	Total number of employees during calendar year 2009
			As of December 31, 2009		2009
Administrative & Management	1	Administrator			
	2	Office Manager/Controller			
	3	Other Office Staff			
Nursing	4	Director of Nursing (DON)			
	5	Assistant Director of Nursing (ADON)			
	6	RN with Administrative Duties			
	7	Staff Registered Nurse (RN)			
	8	Licensed Practical Nurse (LPN)			
	9	Certified Nurse Assistant (CNA)			
	10	Non-Certified Nurse Aide, if applicable			
	11	MDS Coordinator			
	12	Staff Development Coordinator			
	13	Other Nursing Staff – Clinical Support			
	14	Unit Clerical Support			
Therapy	15	Physical Therapist			
	16	Occupational Therapist			
	17	Speech Therapist/Language Pathologist			
	18	Physical Therapy Aide			
	19	Occupational Therapy Aide			
	20	Speech Therapy Aide			
Food Services	21	Dietician Supervisor			
	22	Other Food Service Staff			
Housekeeping & Maintenance	23	Housekeeping Staff			
	24	Laundry Staff			
	25	Maintenance Staff			
Social Activities	26	Activity Director			
	27	Activity Staff			
	28	Social Service Director			
Other	29	Social Service Staff			
	30	Universal Worker			
	31*				

Note: Write zero (0) where appropriate. If your nursing facility is part of a larger campus, please report data for nursing facility staff only. *Please specify it if possible.

INSTRUCTIONS

- **If your nursing facility is part of a larger campus, please report data for your nursing facility staff only.**
- **Write zero (0) where appropriate.**
- **Medicare Provider ID – Six-digit Federal Medicare Provider ID number, such as “112233” or “11-2233”.**
- **Column A – Total Employees – The total number of persons on the payroll who worked or received pay as of December 31, 2009. All full-time, part-time, permanent, short-term, seasonal, salaried, and hourly employees should be included. Employees of temporary help agencies and outside contractors should NOT be included because they are counted by their employer of record, not by the nursing facility where they are assigned.**
- **Column B – Number of employees who had worked in the facility for 1 year or longer – this should not include an employee who had changed his/her job position within the same facility in the past 12 months. For example, if the facility administrator left during 2009 and was replaced by the individual in the director of nursing position, the number of employees in this column could be reported as “0” for both the administrator and director of nursing positions.**
- **Column C – Total number of employees who had worked in the facility during Calendar Year 2009.**

SUGGESTED COMPLETION TIPS

- **In Column A, the data for the total number of current employees as of December 31, 2009 can be obtained from the payroll report that includes the date of December 31, 2009.**
- **In Column B, the total number of employees who had worked in the facility for 1 YEAR or longer can be obtained from the final payroll report for 2009. This payroll report may include the date of hire. If the individual was employed in the last payroll report for 2009 (or on December 31, 2009) and had a hire date on or before January 1, 2009, then he/she would be included in the number provided in Column B.**
- **In Column C, the total number of employees (whether full-time or part-time) during 2009 can be obtained from the W-2 information for 2009.**