# Alabama Nursing Home Medicaid Quality Incentive Program 2021

# Resident, Family & Employee Survey Timeline

|  |  |
| --- | --- |
| Milestone | To be completed by |
| Attend a Pre-survey preparation webinar with ANHA - NRC Health  Overview presented by ANHA/NRC Health  \*Participation in this webinar is highly recommended  Thursday March 4, 2:00 pm CT. Register below:  <https://nrchealth.zoom.us/webinar/register/WN_VlsqTg1YTHSgpeOFqE5N3A>  \*If you are not able to attend please register and you will be sent a recording | March 4 |
| Kick-off webinar hosted by NRC Health:  \*Participation in this webinar is highly recommended  Tuesday March 9, 1:30 pm CT - Register below:  <https://nrchealth.zoom.us/webinar/register/WN_L6IdycbKSy-2I6Kce4S7EQ>  \*If you are not able to attend please register and you will be sent a recording of the webinar. | March 9 |
| Download and complete the online Survey Sign-up Agreement below:  <https://nrchealth.com/wp-content/uploads/2021/02/2021-AL-Medicaid-Facility-Agreement_NRC-Health-Form.pdf>  \*Please be sure to include your bulk counts of cognitive residents and employees- we will use these numbers to estimate the number of resident and employee surveys that will be shipped to your facility (final counts will be requested on your data file)  Return completed document by email no later than March 31 to: [tmcostello@nrchealth.com](mailto:tmcostello@nrchealth.com) | March 31 |
| Submit one data file with all surveys needed  \*Instructions on how to submit your data file will be covered in the Kick-off webinar  Provide one file of resident bulk counts and family names/address:   * Resident surveys:   All long stay Residents with a BIMS of 8 or above  Use the date file template to provide bulk counts (resident surveys will be shipped in bulk to facility with anonymous envelopes)   * Family Surveys: One family member/responsible party for each resident regardless of BIMS score   Use the data file template provided to submit family name and mailing address  Provide employee (optional) bulk counts on above data file:   * Employee surveys:   Every employee should receive a survey. Include all full and part-time employees.  (Employee surveys will be shipped in bulk to facility with anonymous envelopes) | No later than: April 9 |
| Facilities notify family members, employees, and residents of upcoming surveys and dates  \*Survey champion creates implementation plan and communicates it to all stakeholders | April 12 |
| NRC Health mails family surveys to the address provided on the data file  NRC Health mails bulk survey packages of resident and employee surveys to the administrator’s attention\*  Resident and Employee surveys will be shipped in one package together \*Please distribute surveys as soon as possible | April 30 |
| Facility staff ensures all completed surveys are sealed and mailed to NRC Health for processing | May 17 |
| Surveys due back to NRC Health – surveys must be received by NRC Health no later than this date | May 28 |
| State and Individual Facility Reports delivered  Individual Reports sent to facilities | July 9 |
| Reports Webinar hosted by NRC Health:  \*Participation is highly recommended  Tuesday July 13, 1:30 pm CT - Register below:  <https://nrchealth.zoom.us/webinar/register/WN_0Mr9N-uER3aiRq7xx131xw>  \*If you are not able to attend please register and you will be sent a recording of the webinar | July 13 |
| \*Action Planning Webinar  Tuesday August 10, 1:30 pm CT - Register below:  <https://nrchealth.zoom.us/webinar/register/WN_MCnMdB93TGKntrcHjzSICQ>  \*If you are not able to attend, please register and you will be sent a recording of the webinar | August 10 |

**Questions?** If you have any questions about the survey timeline, contact Teresa Costello [tmcostello@nrchealth.com](mailto:tmcostello@nrchealth.com) or call 800.388.4264