

**Improve Dementia Care – Reduce Antipsychotics Project  
Baseline Data Collection Form**

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**1. Please tell us about your center:**

Center name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Main telephone number: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

**2. What is your contact information?**

First name: \_\_\_\_\_ Last name: \_\_\_\_\_

Email address: \_\_\_\_\_

Title: \_\_\_\_\_

**CUSTOMARY ROUTINES AT YOUR CENTER**

**3. What percentage of residents usually go to sleep at night at the time of their choosing?**

- 0%
- 1-25%
- 26-50%
- 51-75%
- 76-100%

**4. What percentage of residents usually get up in the morning at the time of their choosing?**

- 0%
- 1-25%
- 26-50%
- 51-75%
- 76-100%

**5. What percentage of residents usually receive their bath or shower at the time of their choosing?**

- 0%
- 1-25%
- 26-50%
- 51-75%
- 76-100%

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6. What percentage of residents usually receive their chosen method of bathing (for example, a shower or a bath)?

- 0%
- 1-25%
- 26-50%
- 51-75%
- 76-100%

7. What percentage of residents usually receive their meals at the time of their choosing?

- 0%
- 1-25%
- 26-50%
- 51-75%
- 76-100%

8. What percentage of residents usually receive food of their choosing at meals?

- 0%
- 1-25%
- 26-50%
- 51-75%
- 76-100%

9. How quickly after a new resident's admission are his/her customary routines for sleeping, waking, bathing, and eating provided to the certified nursing assistant (CNA) assigned to care for the resident?

- <4 hours
- ≥4 hours, but the same day of the resident's arrival
- Next day
- 2-3 days
- >3 days
- This information is not provided to the CNA

10. How quickly after a new resident's admission are his/her customary routines for sleeping, waking, bathing, and eating provided to the nurse assigned to care for the resident?

- <4 hours
- ≥4 hours, but the same day as the resident's arrival
- Next day
- 2-3 days
- >3 days
- This information is not provided to the nurse

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**11. How quickly after a new resident's admission is his/her social history provided to the CNA assigned to care for the resident?**

- <4 hours
- ≥4 hours, but the same day as the resident's arrival
- Next day
- 2-3 days
- >3 days
- This information is not provided to the CNA

**12. How quickly after a new resident's admission is his/her social history provided to the nurse assigned to care for the resident?**

- <4 hours
- ≥4 hours, but the same day as the resident's arrival
- Next day
- 2-3 days
- >3 days
- This information is not provided to the nurse

**13. To reduce a resident's resistance to care or behavioral or verbal symptoms of distress, how often do staff adjust the schedule of care to be in accordance with the residents' customary routines?**

- Never
- Rarely
- Sometimes
- Most of the time
- Always

**14. To reduce a resident's resistance to care or behavioral or verbal symptoms of distress, how often do staff adjust the approach to care?**

- Never
- Rarely
- Sometimes
- Most of the time
- Always

**15. Please use this space to provide any comments about your center's communication about and accommodation of residents' customary routines:**

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**SYSTEMS FOR COMMUNICATION AND TEAMWORK**

**16. What percentage of CNAs have consistent assignments?**

*By “consistent assignment” for CNAs, we mean that CNAs are assigned the same residents to care for every time they work.*

- 0%
- 1-25%
- 26-50%
- 51-75%
- 76-100%

**17. How often are consistently-assigned CNAs pulled to another assignment?**

- Never
- Occasionally
- At least once a month
- More frequently than once per month, but less than once per week
- Once per week or more

**18. What percentage of nurses have consistent assignments?**

*By “consistent assignment” for nurses, we mean that nurses are assigned the same residents to care for every time they work.*

- 0%
- 1-25%
- 26-50%
- 51-75%
- 76-100%

**19. How often are consistently-assigned nurses pulled to another assignment?**

- Never
- Occasionally
- At least once a month
- More frequently than once per month, but less than once per week
- More frequently than once per week

**20. How often do CNAs participate in care plan meetings?**

- Never
- Rarely
- Sometimes
- Most of the time
- Always

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**21. How often do CNAs and nurses participate together in a daily huddle on their unit during their shifts?**

*By “huddle,” we mean quick group meetings, often standing, to share and discuss important information and problem-solve together. By “daily,” we mean once per shift.*

- Never
- Occasionally
- At least a few times per week, on some shifts and some units ► Please explain below:  
\_\_\_\_\_
- Every day on some shifts and some units ► Please explain below:  
\_\_\_\_\_
- Every day on every shift and every unit

**22. How often does management huddle together with staff?**

*By “huddle”, we mean quick group meetings, often standing, to share and discuss important information and problem-solve together. By “management”, we mean the Administrator and/or Director of Nursing. By “staff”, we mean CNAs and nurses providing direct care.*

- Never
- Once a week or less often
- More frequently than once a week, but less than daily week ► On average, how many days per week? \_\_\_\_\_
- Daily / 7 days per week

**23. How often does your team working on behavior management/antipsychotic reduction have a huddle to discuss resident issues with the CNAs and nurses who are caring for them?**

*By “huddle,” we mean quick group meetings, often standing, to share and discuss important information and problem solve together.*

- Never
- Annually
- Quarterly
- Monthly
- Every couple of weeks
- Once a week
- More frequently than once a week ► On average, how many days per week? \_\_\_\_\_

**24. How often does the management team review CASPER data on antipsychotic use?**

*By “management team,” we mean the Administrator and/or Director of Nursing.*

- Never
- Annually
- Quarterly
- Monthly
- Every couple of weeks
- Once a week
- More frequently than once a week ► On average, how many days per week? \_\_\_\_\_

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**25. How often does the Director of Nursing communicate progress with antipsychotic reduction (from the CASPER data) with the CNAs who work with the residents targeted for reduction?**

- Never
- Annually
- Quarterly
- Monthly
- Every couple of weeks
- Once a week
- More frequently than once a week ► On average, how many days per week? \_\_\_\_\_

**26. How often does the Director of Nursing communicate progress with antipsychotic reduction (from the CASPER data) with the nurses who work with the residents targeted for reduction?**

- Never
- Annually
- Quarterly
- Monthly
- Every couple of weeks
- Once a week
- More frequently than once a week ► On average, how many days per week? \_\_\_\_\_

**27. Please use this space to provide any comments about your systems for communication and teamwork:**

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**28. How many residents does your center currently have?**

- a. Short-stay residents: \_\_\_\_\_
- b. Long-stay residents: \_\_\_\_\_

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To complete the remainder of the questionnaire, you will need to generate reports from your MDS using your most recent data, and you will also need to access your Nursing Home Compare quality measures and payroll records.

**DATA FROM MDS REPORT**

This first set of questions refer to your most recent updated MDS report. (MDS data are updated every Monday.)

**29. How many residents received any antipsychotic medication in the last 7 days (MDS Item N0410-A)?**

Please exclude residents with diagnoses of schizophrenia and count only residents with responses greater than 0.

- a. Short-stay residents: \_\_\_\_\_
- b. Long-stay residents: \_\_\_\_\_

**30. How many residents received the following medications in the last 7 days (MDS Item N0410)?**

Please count only residents with responses greater than 0.

- a. **Anti-anxiety** medication in the last 7 days (MDS Item N0410-B): \_\_\_\_\_
- b. **Hypnotic** medication in the last 7 days (MDS Item N0410-D): \_\_\_\_\_

**31. How many residents exhibited physical behavioral symptoms directed toward others (MDS Item E0200-A) with the following frequencies?**

- a. Behavior not exhibited: \_\_\_\_\_
- b. Behavior of this type occurred 1 to 3 days: \_\_\_\_\_
- c. Behavior of this type occurred 4 to 6 days, but less than daily: \_\_\_\_\_
- d. Behavior of this type occurred daily: \_\_\_\_\_

**32. How many residents exhibited verbal behavioral symptoms directed toward others (MDS Item E0200-B) with the following frequencies?**

- a. Behavior not exhibited: \_\_\_\_\_
- b. Behavior of this type occurred 1 to 3 days: \_\_\_\_\_
- c. Behavior of this type occurred 4 to 6 days, but less than daily: \_\_\_\_\_
- d. Behavior of this type occurred daily: \_\_\_\_\_

**33. How many residents exhibited other behavioral symptoms not directed toward others (MDS Item E0200 C) with the following frequencies?**

- a. Behavior not exhibited: \_\_\_\_\_
- b. Behavior of this type occurred 1 to 3 days: \_\_\_\_\_
- c. Behavior of this type occurred 4 to 6 days, but less than daily: \_\_\_\_\_
- d. Behavior of this type occurred daily: \_\_\_\_\_

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34. How many residents rejected evaluation or care (e.g., blood work, taking medications, ADL assistance) that was necessary to achieve the resident's goals for health and well-being (MDS Item E800) with the following frequencies?

- a. Behavior not exhibited: \_\_\_\_\_
- b. Behavior of this type occurred 1 to 3 days: \_\_\_\_\_
- c. Behavior of this type occurred 4 to 6 days, but less than daily: \_\_\_\_\_
- d. Behavior of this type occurred daily: \_\_\_\_\_

**DATA FROM CMS NURSING HOME COMPARE QUALITY MEASURES**

This next question refers to your current CMS Nursing Home Compare Quality Measures.

35. Looking at your current CMS Nursing Home Compare Quality Measures, what are your center's percentages for the following measures?

By "current," we mean the quality measures posted on Nursing Home Compare on the day that you are answering these questions.

- a. Short-stay residents who are newly administered antipsychotic medications: \_\_\_\_\_% of residents
- b. Long-stay residents who received an anti-anxiety or hypnotic medication: \_\_\_\_\_% of residents
- c. Long-stay residents who got an antipsychotic medication: \_\_\_\_\_% of residents

**PAYROLL DATA**

This next set of questions refer to your payroll data.

36. To allow us to calculate your RN turnover, please provide the following for each of these months:

- |                | # of RNs employed | # of RN separations<br>(voluntary and involuntary) |
|----------------|-------------------|--|
| a. March 2018: | _____             | _____  |
| b. April 2018: | _____             | _____  |
| c. May 2018:   | _____             | _____  |

37. To allow us to calculate your licensed practical nurse (LPN) turnover, please provide the following for each of these months:

- |                | # of LPNs employed | # of LPN separations<br>(voluntary and involuntary) |
|----------------|--------------------|---|
| a. March 2018: | _____              | _____   |
| b. April 2018: | _____              | _____   |
| c. May 2018:   | _____              | _____   |

38. To allow us to calculate your CNA turnover, please provide the following for each of these months:

- |                | # of CNAs employed | # of CNA separations<br>(voluntary and involuntary) |
|----------------|--------------------|---|
| a. March 2018: | _____              | _____   |
| b. April 2018: | _____              | _____   |
| c. May 2018:   | _____              | _____   |

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39. Please use this space to provide any comments about your data:

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40. Did you ask anyone for input while completing this questionnaire? If so, who?

*Check all that apply.*

- Did not ask anyone → Skip to #42
- Director of Nursing
- Assistant Director of Nursing
- Medical Director
- MDS Coordinator
- HR Staff
- Other: \_\_\_\_\_

41. How did they help?

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42. Do you have any final comments that you would like to share?

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**THIS IS THE END OF THE FORM. THANK YOU!**

1. **How quickly after a new resident's admission are his/her customary  routines  for sleeping, waking, bathing, and eating provided to the certified nursing assistant (CNA) assigned to care for the resident?**
  - (1) <4 hours
  - (2) ≥4 hours, but the same day of the resident's arrival
  - (3) Next day
  - (4) 2-3 days
  - (5) >3 days
  - (6) This information is not provided to the CNA
  
2. **How quickly after a new resident's admission are his/her customary  routines  for sleeping, waking, bathing, and eating provided to the nurse assigned to care for the resident?**
  - (1) <4 hours
  - (2) ≥4 hours, but the same day as the resident's arrival
  - (3) Next day
  - (4) 2-3 days
  - (5) >3 days
  - (6) This information is not provided to the nurse
  
3. **How quickly after a new resident's admission is his/her social history provided to the CNA assigned to care for him/her?**
  - (1) <4 hours
  - (2) ≥4 hours, but the same day as the resident's arrival
  - (3) Next day
  - (4) 2-3 days
  - (5) >3 days
  - (6) This information is not provided to the CNA
  
4. **How quickly after a new resident's admission is his/her social history provided to the nurse assigned to care for him/her?**
  - (1) <4 hours
  - (2) ≥4 hours, but the same day as the resident's arrival
  - (3) Next day
  - (4) 2-3 days
  - (5) >3 days
  - (6) This information is not provided to the nurse
  
5. **A. What percentage of CNAs are consistently assigned to work with the same residents every time they come to work?**  
*By "consistent assignment" for CNAs, we mean that CNAs are given the same residents to care for every time they work.*
  - (1) 0%
  - (2) 1-25%
  - (3) 26-50%
  - (4) 51-75%
  - (5) 76-100%

**B.** If there are times when consistently assigned CNAs are pulled to another assignment, how often does that occur:

  1. Never
  2. Occasionally
  3. At least once per month
  4. More frequently than once per month but less often than once per week
  5. More frequently than once per week
  
6. **A. What percentage of nurses are consistently assigned to work with the same residents every time they come to work??**  
*By "consistent assignment" for nurses, we mean that nurses are given the same residents to care for every time they work.*
  - (1) 0%
  - (2) 1-25%
  - (3) 26-50%
  - (4) 51-75%
  - (5) 76-100%

**B.** If there are times when consistently assigned nurses are pulled to another assignment, how often does that occur:

1. Never
2. Occasionally
3. At least once per month
4. More frequently than once per month but less often than once per week
5. More frequently than once per week

**7. How often do CNAs participate in care plan meetings?**

- (1) Never
- (2) Rarely
- (3) Sometimes
- (4) Most of the time
- (5) Always

**8. How often do nurses providing direct care participate in care plan meetings?**

- (1) Never
- (2) Rarely
- (3) Sometimes
- (4) Most of the time
- (5) Always

**9. How often do CNAs and nurses participate together in a daily huddle during their shifts?**

*By "huddle," we mean quick group meetings, often standing, to share and discuss important information and problem-solve together. By "daily" we mean at least once per shift.*

1. Never
2. Occasionally
3. At least once per week
4. A few times per week on some shifts and some units: explain \_\_\_\_\_
5. Every day on some shifts and some units: explain \_\_\_\_\_
6. Every day on every shift and every unit

**10. How often does management huddle together with staff?**

*By "huddle," we mean quick group meetings, often standing, to share and discuss important information and problem-solve together. By management, we mean the Administrator and/or DON. By staff, we mean CNAs and nurses providing care.*

- (1) Never
- (2) Once a week or less often
- (3) More frequently than once a week, but less than daily: How often? On average, \_\_\_\_\_ days per week.
- (4) Daily / 7 days per week

**11. How often do any of your quality assurance (QA) committees huddle to discuss resident issues with the CNAs and nurses who are caring for them?**

*By "huddle," we mean quick group meetings to share and discuss important information and problem solve together.*

- (1) Never
- (2) Annually
- (3) Quarterly
- (4) Monthly
- (5) Every couple of weeks
- (6) Once a week or more frequently: How often? On average, \_\_\_\_\_ days per week.

**12. How often does the management team review CASPER data?**

*By "management team," we mean the Administrator and/or Director of Nursing.*

- (1) Never
- (2) Annually
- (3) Quarterly
- (4) Monthly
- (5) Every couple of weeks
- (6) Once a week or more frequently than once a week: How often? On average, \_\_\_\_\_ days per week.

**13. How often does the DON communicate progress with quality measures with the CNAs who work with the residents targeted for improvement?**

- (1) Never
- (2) Annually
- (3) Quarterly
- (4) Monthly
- (5) Every couple of weeks
- (6) Once a week or more frequently than once a week: How often? On average, \_\_\_\_\_ days per week.

**14. How often does the DON communicate progress with quality measures with the nurses who work with the residents targeted for improvement?**

- (1) Never
- (2) Annually
- (3) Quarterly
- (4) Monthly
- (5) Every couple of weeks
- (6) Once a week or more frequently than once a week: How often? On average, \_\_\_\_\_ days per week.