

# Instructions for Completing the CoreQ Long-Stay Sample Size Calculation Grid

**Note:** All calculation grids must be submitted to [NFinquiry@dhs.state.nj.us](mailto:NFinquiry@dhs.state.nj.us) with “**Calculation Grid**” in the subject line **no later than November 1, 2019**. The calculation grid will be reviewed and you will receive notification on next steps for the CoreQ Survey Process. **Please note that no required information will be accepted after November 15, 2019.**

**Information must be typed into the form; handwritten information is not permitted.**

**Facility Information** - Complete all fields.

- **Facility Name:** Insert name of the nursing facility or special care nursing facility.
  - **CMS Provider ID #:** Insert the CMS provider number.
1. **Column A, LTC Resident Stay  $\geq$  100 Days:** Provide resident number or initials of long-stay resident with stay of 100 days or greater. Long-stay residents defined as a resident whose cumulative days in a nursing facility are greater than or equal to 100 days at the time of reporting.
    - a. At the bottom of the sheet, provide the total number of residents whose stay is equal to or greater than 100 days for column A.
  2. **Column B, Resident BIMS Score  $\leq$  7:** The Brief Interview for Mental Status (BIMS) Score is used to assess cognitive status in elderly patients. Indicate if the resident’s the BIMS Score on the most recent Minimum Data Set (MDS) assessment is equal to or less than seven. These individuals are excluded from the CoreQ Resident Survey.
    - a. At the bottom of the sheet, provide the total number of residents with a BIMS Score greater than seven for column B.
  3. **Column C, Resident on Hospice:** Indicate yes or no if the resident is receiving hospice services as coded on the MDS (Question O0100K2 = 2). Individuals receiving hospice services are excluded from the CoreQ Resident and Family Surveys.
    - a. At the bottom of the sheet, provide the total number of residents on hospice for column C.
  4. **Column D, Resident has Legal Guardian:** Indicate yes or no if the resident has a court appointed legal guardian. Individuals with a legal guardian are excluded from the CoreQ Resident and Family Surveys.
    - a. At the bottom of the sheet, provide the total number of residents who have a Legal Guardian for column D.
  5. **Column E, Resident Appropriate for CoreQ Survey:** Indicate yes or no whether the resident is appropriate for CoreQ Resident Survey based on exclusions applied in Columns B, C, and D.
    - a. At the bottom of the sheet, provide the total number of residents who are appropriate for the CoreQ Survey for column E.
  6. **Column F:** Leave column F blank.
  7. **Column G, Family Member Initials:** Provide the primary representative family member’s initials of the resident identified in Column A.
    - a. At the bottom of the sheet, provide the total number of family members for column G.
  8. **Column H, Family Members Living in Another Country:** Indicate if the primary representative family member is living in another country. Individuals with a primary representative family member living in another country are excluded from the CoreQ Family Survey.
    - a. At the bottom of the sheet, provide the total number of family members who are living in another country for column H.

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### Size Calculation Grid

9. **Column I, Family Appropriate for CoreQ Survey:** Indicate if the family member is appropriate for the CoreQ Family Survey based on exclusions applied in Columns C, D, and H.
- a. At the bottom of the sheet, provide the total number of family members who are appropriate for the CoreQ Survey for column I.

<b>CoreQ Exclusions</b>	
<b>Excluded from the survey are the following long-stay residents or family members of long-stay residents:</b>	
<b>Long-stay Resident Exclusions</b>	<b>Family Members of Long-Stay Residents Exclusions</b>
<ul style="list-style-type: none"> <li>Residents who have poor cognition: Provider will determine if the resident is able to be interviewed (choices are yes (1) or no (0)). Then, the Brief Interview for Mental Status (BIMS) will be given. Residents with BIMS scores of equal to or less than 7 are excluded. (MDS Section C0200-C0500 used).</li> </ul>	<ul style="list-style-type: none"> <li>Family members who reside in another country.</li> </ul>
<ul style="list-style-type: none"> <li>Residents receiving hospice: This is recorded in the MDS as Hospice (O0100K2 = 2).</li> </ul>	<ul style="list-style-type: none"> <li>Families of residents receiving hospice: This is recorded in the MDS as Hospice (O0100K2 = 2).</li> </ul>
<ul style="list-style-type: none"> <li>Residents with court appointed legal guardians for all decisions will be identified from the facility health information system.</li> </ul>	<ul style="list-style-type: none"> <li>Families of residents who are court appointed legal guardians for all decisions will be identified from the facility health information system.</li> </ul>
<ul style="list-style-type: none"> <li>Residents who have lived in the facility for less than 100 days will be identified from the MDS. This is recorded in the MDS Section A1600 and/or A1900.</li> </ul>	<ul style="list-style-type: none"> <li>Families of residents who have lived in the facility for less than 100 days will be identified from the MDS. This is recorded in the MDS Section A1600 and/or A1900.</li> </ul>