

# STAFFING DOMAIN

# **Description of Staffing Data File**

The accompanying, comma delimited data file can be read by a number of computer programs, including standard spreadsheet programs. It contains one record for every nursing home currently shown on Nursing Home Compare. Each of these records contains the CMS Certification Number (CCN) for the provider, the name of the provider, the city and state in which the provider is located, and 15 staffing values, calculated as hours per resident per day. The 15 staffing variables are divided into 3 groups of 5 values each. The first group of values include values derived from those reported by the nursing home on the CMS 671 and 672 reporting forms. The second group of values represents CMS's calculation of expected staffing time based on the RUGS 53 staff time values for residents in the nursing home at the time of the survey. The third group of values represents the adjusted time, which is calculated by this formula:

Hours Adjusted = (Hours Reported/Hours Expected) \* HoursNational Average

For a much more extensive discussion on the calculation of staffing values and ratings, please see the Five Star Nursing Home Quality Rating System Technical Users Guide found at:

http://www.cms.hhs.gov/CertificationandComplianc/Downloads/usersguide.pdf

CMS will update this spreadsheet on a monthly basis, coinciding with website updates.

Note: If a provider has no staffing data, then it may have a new participation date or it may have invalid staffing data.

# LONG TERM CARE FACILITY APPLICATION FOR MEDICARE AND MEDICAID

Standard Survey	I	Extended Survey			
From: F1	I	From: F3	To: F4  MM		
Name of Facility		Provider N	Number	Fiscal  MM	Year Ending: F5  DD YY
Street Address	City		County	State	Zip Code
Telephone Number: F6	5	State/County Code:	F7	State/Regio	n Code: F8
A. F9	1				
_	No 🗌				
If yes, indicate Hospital Provider Number: F11					
Ownership: F12 L	NonPro	£.4	C		
				overnment	/Ct
01 Individual		ch Related	07 State		y/County
02 Partnership	_	profit Corporation	08 County		spital District
03 Corporation	uo Otnei	r Nonprofit	09 City	12 Fee	gerai
1		-	·		
Owned or leased by Multi-Facility Organization: F1:		] No [	•		
		] No □			
Owned or leased by Multi-Facility Organization: F1	3 Yes □		<u> </u>		
Owned or leased by Multi-Facility Organization: F1:  Name of Multi-Facility Organization: F14	3 Yes □	at apply)  F16	mer's Disease ed Children/Young		
Owned or leased by Multi-Facility Organization: F13  Name of Multi-Facility Organization: F14  Dedicated Special Care Units (show number of beds F15  AIDS F17  Dialysis F19  Head Trauma F21  Huntington's Disease F23  Other Specialized Rehabilitation	3 Yes for all the	at apply)  F16	mer's Disease ed Children/Young	re	□ No □
Owned or leased by Multi-Facility Organization: F13  Name of Multi-Facility Organization: F14  Dedicated Special Care Units (show number of beds F15  AIDS AIDS F17  Dialysis F19  Head Trauma F21  Huntington's Disease	3 Yes for all the	at apply)  F16	mer's Disease ed Children/Young ce ator/Respiratory Ca	re  4 Yes [	
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Owned or leased by Multi-Facility Organization: F13  Name of Multi-Facility Organization: F14  Dedicated Special Care Units (show number of beds F15	for all that strength of family	at apply)  F16	mer's Disease ed Children/Young ce ator/Respiratory Ca F2 ts? F2	4 Yes [ 5 Yes [ 6 Yes [	□ No □ No □
Owned or leased by Multi-Facility Organization: F13  Name of Multi-Facility Organization: F14  Dedicated Special Care Units (show number of beds F15  AIDS AIDS F17  Dialysis F19  Head Trauma F21  Huntington's Disease F23  Other Specialized Rehabilitation  Does the facility currently have an organized resident Does the facility currently have an organized group of Does the facility conduct experimental research?	for all the state of family mmunity the type the type inted. If the	at apply)  F16	mer's Disease ed Children/Young ce ator/Respiratory Ca  F2 F2 F2 F2 vriting in the date(s ave a waiver, write	4 Yes [ 5 Yes [ 6 Yes [ 7 Yes [ 9) of last approximate blue waived per version of the content of	No N
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# **FACILITY STAFFING**

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	Tag Number	Pr	ervic ovid	ed	F	'ull-' (l	Time nour		ff	P		Time hour	ff		ontra hour	
		1	2	3												
Administration	F33															L
Physician Services	F34															
Medical Director	F35															
Other Physician	F36															
Physician Extender	F37															
Nursing Services	F38															
RN Director of Nurses	F39															
Nurses with Admin. Duties	F40															
Registered Nurses	F41															
Licensed Practical/ Licensed Vocational Nurses	F42															
Certified Nurse Aides	F43															
Nurse Aides in Training	F44															
Medication Aides/Technicians	F45															
Pharmacists	F46															
Dietary Services	F47															
Dietitian	F48															
Food Service Workers	F49															
Therapeutic Services	F50															
Occupational Therapists	F51															
Occupational Therapy Assistants	F52															
Occupational Therapy Aides	F53															
Physical Therapists	F54															T
Physical Therapists Assistants	F55															
Physical Therapy Aides	F56															
Speech/Language Pathologist	F57															
Therapeutic Recreation Specialist	F58															
Qualified Activities Professional	F59															
Other Activities Staff	F60															
Qualified Social Workers	F61															
Other Social Services	F62															
Dentists	F63															
Podiatrists	F64															T
Mental Health Services	F65															t
Vocational Services	F66															
Clinical Laboratory Services	F67															
Diagnostic X-ray Services	F68															
Administration & Storage of Blood	F69															
Housekeeping Services	F70															
Other	F71					-	-	_	+-	+	-					+

Name of Person Completing Form	Time
Signature	Date

(use with CMS-671 Long Term Care Facility Application for Medicare and Medicaid)

This form is to be completed by the Facility

For the purpose of this form "the facility" equals certified beds (i.e., Medicare and/or Medicaid certified beds).

**Standard Survey** - LEAVE BLANK - Survey team will complete **Extended Survey** - LEAVE BLANK - Survey team will complete

#### INSTRUCTIONS AND DEFINITIONS

Name of Facility - Use the official name of the facility for business and mailing purposes. This includes components or units of a larger institution.

**Provider Number** - Leave blank on initial certifications. On all recertifications, insert the facility's assigned six-digit provider code.

**Street Address** - Street name and number refers to physical location, not mailing address, if two addresses differ.

**City** - Rural addresses should include the city of the nearest post office.

**County** - County refers to parish name in Louisiana and township name where appropriate in the New England States.

**State** - For U.S. possessions and trust territories, name is included in lieu of the State.

**Zip Code** - Zip Code refers to the "Zip-plus-four" code, if available, otherwise the standard Zip Code.

Telephone Number - Include the area code.

**State/County Code** - LEAVE BLANK - State Survey Office will complete.

**State/Region Code** - LEAVE BLANK - State Survey Office will complete.

Block F9 - Enter either 01 (SNF), 02 (NF), or 03 (SNF/NF).

**Block F10** - If the facility is under administrative control of a hospital, check "yes," otherwise check "no."

**Block F11** - The hospital provider number is the hospital's assigned six-digit Medicare provider number.

**Block F12** - Identify the type of organization that controls and operates the facility. Enter the code as identified for that organization (e.g., for a for profit facility owned by an individual, enter 01 in the F12 block; a facility owned by a city government would be entered as 09 in the F12 block).

#### **Definitions to determine ownership are:**

**FOR PROFIT** - If operated under private commercial ownership, indicate whether owned by individual, partnership, or corporation.

**NONPROFIT** - If operated under voluntary or other nonprofit auspices, indicate whether church related, nonprofit corporation or other nonprofit.

**GOVERNMENT** - If operated by a governmental entity, indicate whether State, City, Hospital District, County, City/County, or Federal Government.

**Block F13** - Check "yes" if the facility is owned or leased by a multi-facility organization, otherwise check "no." A Multi-Facility Organization is an organization that owns two or more long term care facilities. The owner may be an individual or a corporation. Leasing of facilities by corporate chains is included in this definition.

**Block F14** - If applicable, enter the name of the multi-facility organization. Use the name of the corporate ownership of the multi-facility organization (e.g., if the name of the facility is Soft Breezes Home and the name of the multi-facility organization that owns Soft Breezes is XYZ Enterprises, enter XYZ Enterprises).

**Block F15 – F23** - Enter the number of beds in the facility's Dedicated Special Care Units. These are units with a specific number of beds, identified and dedicated by the facility for residents with specific needs/diagnoses. They need not be certified or recognized by regulatory authorities. For example, a SNF admits a large number of residents with head injuries. They have set aside 8 beds on the north wing, staffed with specifically trained personnel. Show "8" in F19.

**Block F24** - Check "yes" if the facility currently has an organized residents' group, i.e., a group(s) that meets regularly to discuss and offer suggestions about facility policies and procedures affecting residents' care, treatment, and quality of life; to support each other; to plan resident and family activities; to participate in educational activities or for any other purposes; otherwise check "no."

**Block F25** - Check "yes" if the facility currently has an organized group of family members of residents, i.e., a group(s) that meets regularly to discuss and offer suggestions about facility policies and procedures affecting residents' care, treatment, and quality of life; to support each other, to plan resident and family activities; to participate in educational activities or for any other purpose; otherwise check "no."

(use with CMS-671 Long Term Care Facility Application for Medicare and Medicaid)

**Block F26** - Check "yes" if the facility conducts experimental research; otherwise check "no." Experimental research means using residents to develop and test clinical treatments, such as a new drug or therapy, that involves treatment and control groups. For example, a clinical trial of a new drug would be experimental research.

**Block F27** - Check "yes" if the facility is part of a continuing care retirement community (CCRC); otherwise check "no." A CCRC is any facility which operates under State regulation as a continuing care retirement community.

**Blocks F28 – F31** - If the facility has been granted a nurse staffing waiver by CMS or the State Agency in accordance with the provisions at 42CFR 483.30(c) or (d), enter the last approval date of the waiver(s) and report the number of hours being waived for each type of waiver approval.

**Block F32** - Check "yes" if the facility has a State approved Nurse Aide Training and Competency Evaluation Program; otherwise check "no."

### **FACILITY STAFFING**

### GENERAL INSTRUCTIONS

This form requires you to identify whether certain services are provided and to specify the number of hours worked providing those services. Column A requires you to enter "yes" or "no" about whether the services are provided onsite to residents, onsite to nonresidents, and offsite to residents. Columns B-D requires you to enter the specific number of hours worked providing the service. To complete this section, base your calculations on the staff hours worked in the most recent complete pay period. If the pay period is more than 2 weeks, use the last 14 days. For example, if this survey begins on a Tuesday, staff hours are counted for the previous complete pay period.

Definition of Hours Worked - Hours are reported rounded to the nearest whole hour. Do not count hours paid for any type of leave or non-work related absence from the facility. If the service is provided, but has not been provided in the 2-week pay period, check the service in Column A, but leave B, C, or D blank. If an individual provides service in more than one capacity, separate out the hours in each service performed. For example, if a staff person has worked a total of 80 hours in the pay period but has worked as an activity aide and as a Certified Nurse Aide, separately count the hours worked as a CNA and hours worked as an activity aide to reflect but not to exceed the total hours worked within the pay period.

# **Completion of Form**

 $\begin{array}{l} \textbf{Column A - Services Provided} \text{ - Enter Y (yes), N (no) under} \\ \text{ each sub-column. For areas that are blocked out, do not} \\ \text{ provide the information.} \end{array}$ 

**Column A-1** - Refers to those services provided onsite to residents, either by employees or contractors.

**Column A-2** - Refers to those services provided onsite to non-residents.

**Column A-3** - Refers to those services provided to residents offsite/or not routinely provided onsite.

Column B - Full-time staff, C - Part-time staff, and D - Contract - Record hours worked for each field of full-time staff, part-time staff, and contract staff (do not include meal breaks of a half an hour or more). Full-time is defined as 35 or more hours worked per week. Part-time is anything less than 35 hours per week. Contract includes individuals under contract (e.g., a physical therapist) as well as organizations under contract (e.g., an agency to provide nurses). If an organization is under contract, calculate hours worked for the individuals provided. Lines blocked out (e.g., Physician services, Clinical labs) do not have hours worked recorded.

**REMINDER** - Use a 2-week period to calculate hours worked.

#### DEFINITION OF SERVICES

Administration - The administrative staff responsible for facility management such as the administrator, assistant administrator, unit managers and other staff in the individual departments, such as: Health Information Specialists (RRA/ARTI), clerical, etc., who do not perform services described below. Do not include the food service supervisor, housekeeping services supervisor, or facility engineer.

**Physician Services** - Any service performed by a physician at the facility, except services performed by a resident's personal physician.

**Medical Director** - A physician designated as responsible for implementation of resident care policies and coordination of medical care in the facility.

**Other Physician** - A salaried physician, other than the medical director, who supervises the care of residents when the attending physician is unavailable, and/or a physician(s) available to provide emergency services 24 hours a day.

**Physician Extender** - A nurse practitioner, clinical nurse specialist, or physician assistant who performs physician delegated services.

Nursing Services - Coordination, implementation, monitoring and management of resident care plans. Includes provision of personal care services, monitoring resident responsiveness to environment, range-of-motion exercises, application of sterile dressings, skin care, naso-gastric tubes, intravenous fluids, catheterization, administration of medications, etc.

(use with CMS-671 Long Term Care Facility Application for Medicare and Medicaid)

**Director of Nursing** - Professional registered nurse(s) administratively responsible for managing and supervising nursing services within the facility. Do not additionally reflect these hours in any other category.

Nurses with Administrative Duties - Nurses (RN, LPN, LVN) who, as either a facility employee or contractor, perform the Resident Assessment Instrument function in the facility and do not perform direct care functions. Also include other nurses whose principal duties are spent conducting administrative functions. For example, the Assistant Director of Nursing is conducting educational/in-service, or other duties which are not considered to be direct care giving. Facilities with an RN waiver who do not have an RN as DON report all administrative nursing hours in this category.

**Registered Nurses** - Those persons licensed to practice as registered nurses in the State where the facility is located. Includes geriatric nurse practitioners and clinical nurse specialists who primarily perform nursing, not physician-delegated tasks. Do not include Registered Nurses' hours reported elsewhere.

**Licensed Practical/Vocational Nurses** - Those persons licensed to practice as licensed practical/vocational nurses in the State where the facility is located. Do not include those hours of LPN/LVNs reported elsewhere.

Certified Nurse Aides - Individuals who have completed a State approved training and competency evaluation program, or competency evaluation program approved by the State, or have been determined competent as provided in 483.150(a) and (3) and who are providing nursing or nursing-related services to residents. Do not include volunteers.

Nurse Aides in Training - Individuals who are in the first 4 months of employment and who are receiving training in a State approved Nurse Aide training and competency evaluation program and are providing nursing or nursing-related services for which they have been trained and are under the supervision of a licensed or registered nurse. Do not include volunteers.

**Medication Aides/Technicians** - Individuals, other than a licensed professional, who fulfill the State requirement for approval to administer medications to residents.

**Pharmacists** - The licensed pharmacist(s) who a facility is required to use for various purposes, including providing consultation on pharmacy services, establishing a system of records of controlled drugs, overseeing records and reconciling controlled drugs, and/or performing a monthly drug regimen review for each resident.

**Dietary Services** - All activities related to the provision of a nourishing, palatable, well-balanced diet that meets the daily nutritional and special dietary needs of each resident.

**Dietitian** - A person(s), employed full, part-time or on a consultant basis, who is either registered by the Commission of Dietetic Registration of the American Dietetic Association, or is qualified to be a dietitian on the basis of experience in identification of dietary needs, planning and implementation of dietary programs.

**Food Service Workers** - Persons (excluding the dietitian) who carry out the functions of the dietary service (e.g., prepare and cook food, serve food, wash dishes). Includes the food services supervisor.

**Therapeutic Services** - Services, other than medical and nursing, provided by professionals or their assistants, to enhance the residents' functional abilities and/or quality of life.

**Occupational Therapists** - Persons licensed/registered as occupational therapists according to State law in the State in which the facility is located. Include OTs who spend less than 50 percent of their time as activities therapists.

Occupational Therapy Assistants - Person(s) who, in accord with State law, have licenses/certification and specialized training to assist a licensed/certified/registered Occupational Therapist (OT) to carry out the OT's comprehensive plan of care, without the direct supervision of the therapist. Include OT Assistants who spend less than 50 percent of their time as Activities Therapists.

Occupational Therapy Aides - Person(s) who have specialized training to assist an OT to carry out the OT's comprehensive plan of care under the direct supervision of the therapist, in accord with State law.

**Physical Therapists** - Persons licensed/registered as physical therapists, according to State law where the facility is located.

**Physical Therapy Assistants** - Person(s) who, in accord with State law, have licenses/certification and specialized training to assist a licensed/certified/registered Physical Therapist (PT) to carry out the PT's comprehensive plan of care, without the direct supervision of the PT.

**Physical Therapy Aides** - Person(s) who have specialized training to assist a PT to carry out the PT's comprehensive plan of care under the direct supervision of the therapist, in accord with State law.

**Speech-Language Pathologists** - Persons licensed/registered, according to State law where the facility is located, to provide speech therapy and related services (e.g., teaching a resident to swallow).

(use with CMS-671 Long Term Care Facility Application for Medicare and Medicaid)

**Therapeutic Recreation Specialist** - Person(s) who, in accordance with State law, are licensed/registered and are eligible for certification as a therapeutic recreation specialist by a recognized accrediting body.

Qualified Activities Professional - Person(s) who meet the definition of activities professional at 483.15(f)(2)(i)(A) and (B) or 483.15(f)(2)(ii) or (iii) or (iv) and who are providing an on-going program of activities designed to meet residents' interests and physical, mental or psychosocial needs. Do not include hours reported as Therapeutic Recreation Specialist, Occupational Therapist, OT Assistant, or other categories listed above.

Other Activities Staff - Persons providing an on-going program of activities designed to meet residents' needs and interests. Do not include volunteers or hours reported elsewhere.

Qualified Social Worker(s) - Person licensed to practice social work in the State where the facility is located, or if licensure is not required, persons with a bachelor's degree in social work, a bachelor's degree in a human services field including but not limited to sociology, special education, rehabilitation counseling and psychology, and one year of supervised social work experience in a health care setting working directly with elderly individuals.

Other Social Services Staff - Person(s) other than the qualified social worker who are involved in providing medical social services to residents. Do not include volunteers.

**Dentists** - Persons licensed as dentists, according to State law where the facility is located, to provide routine and emergency dental services.

**Podiatrists** - Persons licensed/registered as podiatrists, according to State law where the facility is located, to provide podiatric care.

**Mental Health Services** - Staff (excluding those included under therapeutic services) who provide programs of services targeted to residents' mental, emotional, psychological, or psychiatric well-being and which are intended to:

- Diagnose, describe, or evaluate a resident's mental or emotional status;
- Prevent deviations from mental or emotional well-being from developing; or
- Treat the resident according to a planned regimen to assist him/her in regaining, maintaining, or increasing emotional abilities to function.

Among the specific services included are psychotherapy and counseling, and administration and monitoring of psychotropic medications targeted to a psychiatric diagnosis.

**Vocational Services** - Evaluation and training aimed at assisting the resident to enter, re-enter, or maintain employment in the labor force, including training for jobs in integrated settings (i.e., those which have both disabled and nondisabled workers) as well as in special settings such as sheltered workshops.

**Clinical Laboratory Services** - Entities that provide laboratory services and are approved by Medicare as independent laboratories or hospitals.

**Diagnostic X-ray Services** - Radiology services, ordered by a physician, for diagnosis of a disease or other medical condition.

Administration and Storage of Blood Services - Blood bank and transfusion services.

**Housekeeping Services** - Services, including those of the maintenance department, necessary to maintain the environment. Includes equipment kept in a clean, safe, functioning and sanitary condition. Includes housekeeping services supervisor and facility engineer.

**Other** - Record total hours worked for all personnel not already recorded, (e.g., if a librarian works 10 hours and a laundry worker works 10 hours, record 00020 in Column C).

Provider No.	Medicare	Medicaid	Other	Total Residents			
		F75	F76	F77 F78			
ADL	Independent		st of One or Two Staff	Dependent			
Bathing	F79	F80		F81			
Dressing	F82	F83		F84			
Transferring	F85	F86		F87			
Toilet Use	F88	F89		F90			
Eating	F91	F92		F93			
F94 Wi F95 Of the how many F96 Occupate black F97 Occupate boy F98 On	th indwelling or external cathete total number of residents we were present on admission casionally or frequently incorded casionally or frequently incorved urinary toileting program bowel toileting program	vith catheters,? ntinent of	B. Mobility F100 Bedfast all or most of time F101 In a chair all or most of time F102 Independently ambulatory F103 Ambulation with assistance or assistive device F104 Physically restrained F105 Of the total number of residents with restraints, how many were admitted or readmitted with orders fo restraints? F106 With contractures F107 Of the total number of residents with contractures how many had a contracture(s) on admission?				
F108 Interest	dicate the number of resident dicate the number of dicate d	al disability as of depression sis on) scular or Multi- ach as Pick's disease; on's or Creutzfeldt- Disease  with y have an m?	F115 Pressure ulc F116 Of the total pressure ulcers ex	number of residents with cluding Stage 1, how many sure ulcers on admission?			

E. Special Care F119-132 – indicate the number of residents receiving:	F127_ Suctioning
Fl19 Hospice care	
	F128 Injections (exclude vitamin B12 injections)
F120 Radiation therapy	F129 Tube feedings
F121 Chemotherapy	F130 Mechanically altered diets including pureed and all
F122 Dialysis	chopped food (not only meat)
F123 Intravenous therapy, IV nutrition, and/or blood transfu	language therapy, occupational therapy, etc.)
F124 Respiratory treatment	Exclude health rehabilitation for MI and/or ID/DD
F125 Tracheostomy care	F132 Assistive devices with eating
F126 Ostomy care	
F. Medications	G. Other
F133-139 – indicate the number of residents receiving:	F140 With unplanned significant weight loss/gain
F133 Any psychoactive medication	F141 Who do not communicate in the dominant
F134 Antipsychotic medications	language of the facility (include those who use American sign language)
F135 Antianxiety medications	
F136 Antidepressant medications	F142 Who use non-oral communication devices
F137 Hypnotic medications	F143 With advance directives
<del></del>	F144 Received influenza immunization
F138 Antibiotics	E145 Dessived measures and receive
F139 On pain management program	F145 Received pneumococcal vaccine
I certify that this information is accurate to the best of my	nowledge.
Signature of Person Completing the Form	Title Date
TO DE COMPLETED DV (1/2/2/2/2/2/2/2/2/2/2/2/2/2/2/2/2/2/2/2	
TO BE COMPLETED BY SURVEY TEAM	**
F146 Was ombudsman office notified prior to survey?	Yes No
<b>F147</b> Was ombudsman present during any portion of the	survey? Yes No

(use with Form CMS-672)

### **GENERAL INSTRUCTIONS:**

# THIS FORM IS TO BE COMPLETED BY THE FACILITY AND REPRESENTS THE CURRENT CONDITION OF RESIDENTS AT THE TIME OF COMPLETION

There is no federal requirement to automate the 672 form. A facility may use its MDS data to assist in completing the entry fields for the 672 form, however, facilities should ensure that the MDS information is not simply counted and copied over into the form. All conditions noted on this form that are not identified on the MDS must be counted manually. This information is designed to be a representation of the facility during survey; it does not directly correspond to the MDS data in every field. The information entered on this form must be reflective of all residents as of the day of survey; therefore all information entered must be independently verified.

Following certain entry fields, the related MDS 3.0 item(s) is noted. Remember, that although MDS items are noted for some fields, the field itself may need to be completed differently to reflect the current status of all residents as of the day of survey. The MDS items are provided only as a reference point, the form is to be completed using the time frames and other specific instructions as noted below.

Where a field refers to the "admission assessment," use only the counts from the first assessment since the most recent admission/entry or reentry (OBRA or Scheduled PPS, i.e., A0310A = 01 OR A0310B = 01 or 06 OR A0310E = 1 for each resident).

For the purpose of completing this form the terms: "facility" means certified beds (i.e., Medicare and/or Medicaid certified beds) and "residents" means residents in certified beds regardless of payer source.

### **INSTRUCTIONS AND DEFINITIONS:**

Complete each field by specifying the number of residents in each category. If no residents fall into a category enter a "0".

**Provider Number:** Facility CMS certification provider number. A0100B; leave blank for initial certifications.

**Block F75:** Residents whose primary payer is Medicare.

**Block F76:** Residents whose primary payer is Medicaid.

**Block F77:** Residents whose primary payer is neither Medicare nor Medicaid.

**Block F78:** Residents for whom a bed is maintained on the day the survey begins, including those temporarily away in a hospital or on leave. This should be representative of residents in the nursing facility or those who have a bed-hold.

**ADLS (F79 – F93):** To determine resident status, unless otherwise noted, consider the resident's condition for the 7 days prior to the survey. Horizontal totals across the three columns (Independent, Assist of One or Two Staff, and Dependent) must equal the number in Block F78, Total Residents, for each of the ADL categories (Bathing, Dressing, Transferring, Toilet Use and Eating).

**Bathing (F79 – F81):** This includes a full-body bath/shower, sponge bath, and transfer into and out of tub or shower. G0120A = 0 for F79, G0120A = 1, 2, OR 3 for F80. OR G0120A = 4 for F81.

Facilities may provide "setup" assistance to residents such as drawing water for a tub bath or laying out clothes, bathing supplies/toiletries, etc. Also, a resident may only need assistance with washing their back or shampooing their hair. If either of these are the case, and the resident requires no other assistance, count the resident as independent.

**Dressing (F82 – F84):** How the resident puts on, and takes off all items of clothing, including donning/removing prostheses (e.g., braces and artificial limbs) or elastic stockings. G0110G1 = 0 for F82 OR G0110G1 = 1, 2, OR 3 for F83 OR G0110G1 = 4 for F84.

Facilities may set out clothes for residents. If this is the case and this is the only assistance the resident receives, count the resident as independent. However, if a resident receives assistance, such as with dressing, donning a brace, elastic stocking, a prosthesis, or securing fasteners, etc. count the resident as needing the assistance of 1 or 2 staff, as appropriate.

**Transferring (F85 – F87):** How the resident moves between surfaces, including, to or from bed, chair, wheelchair, or standing position. (EXCLUDES transfers to/from the bath/toilet). G0110B1 = 0 for F85 OR G0110B1 = 1, 2, or 3 for F86 OR G0110B1 = 4 for F87.

Facilities may provide "setup" assistance to residents, such as handing equipment (e.g., quad cane) to the resident. If this is the case and is the only assistance required, count the resident as independent.

**Toilet Use (F88 – F90):** How the resident uses the toilet, commode, bedpan, or urinal; transfers on/off toilet; cleanses self after elimination; changes pad(s); manages ostomy or catheter, and adjusts clothing. If all that is done for the resident is to open a package (e.g., a clean incontinence pad), count the resident as independent. G0110I1 = 0 for F88 OR G0110I1 = 1, 2, or 3 for F89 OR G0110I1 = 4 for F90.

**Eating (F91 – F93):** How a resident eats and drinks, regardless of skill. Do not include eating/drinking during medication pass. Includes intake of nourishment by other means (e.g., tube feeding, total parenteral nutrition, includes IV fluids administered for nutrition or hydration). Facilities may provide "setup" activities, such as opening containers, buttering bread, and organizing the tray; if this is the case and is the only assistance a resident needs, count this resident as independent. G0110H1 = 0 for F91 OR G0110H1 = 1, 2, or 3 for F92 OR G0110H1 = 4 for F93.

(use with Form CMS-672)

# A. BOWEL/BLADDER STATUS (F94 – F99) - RESIDENTS

# F94: With an indwelling or an external catheter:

Whose urinary bladder is constantly drained by a catheter (e.g., an indwelling catheter, a suprapubic catheter or nephrostomy tube) or who wears an appliance that is applied over the penis and connected to a drainage bag to collect urine from the bladder (e.g., condom catheter or similar appliance). H0100A or B = checked.

#### F95: Of the total number of residents with catheters:

Who had a catheter present on admission/entry or reentry. H0100A or B = checked. To complete this field use only the counts from the first assessment since the most recent admission/entry or reentry (OBRA or Scheduled PPS, i.e., A0310A = 01 OR A0310B = 01 or 06 OR A0310E = 1 for each resident).

# **F96: Occasionally or frequently incontinent of bladder:** Who have an incontinent episode two or more times per week. Do not include residents with an indwelling or external catheter. H0100A and B = not checked AND H0300 = 1, 2, or 3.

# **F97: Occasionally or frequently incontinent of bowel:** Who have a loss of bowel control two or more times per week. H0400 = 2 or 3.

**F98:** On urinary toileting program: With a systematically implemented, individualized urinary toileting program (i.e. bladder rehabilitation/retraining, prompted voiding, habit training/scheduled voiding) to decrease or prevent urinary incontinence or minimizing or avoiding the negative consequences of incontinence (e.g., pelvic floor exercises). Count all residents on urinary training programs including those who are incontinent. H0200A = 1 OR H200C = 1 OR H0300 = 1, 2 or 3.

**F99:** On bowel toileting program: With a systematically implemented, individualized bowel toileting program to decrease or prevent bowel incontinence or minimizing or avoiding the negative consequences of incontinence (e.g., use of adequate fluid intake, fiber in the diet, exercise, and scheduled times to attempt bowel movement). Count all residents on toileting programs including those who are incontinent. H0400 = 2 or 3 OR H0500 OR H0600 = 1.

### B. MOBILITY (F100 – F107) - RESIDENTS

Total for F100 - F103 should = the number in Block F78, Total Residents. Algorithm to force mutual exclusivity: Test for each resident. If F100 = 1 then add 1 to F100, and go to the next resident; If F101 = 1 then add 1 to F101 and go to the next resident; If F103 = 1 then add 1 to F103 and go to the next resident; If F102 = 1 then add 1 and go to the next resident.

**F100:** Bedfast all or most of time: Who are bedfast all or most of the time (e.g., in bed or geriatric chair/recliner) includes bedfast with bathroom privileges.

**F101:** In a chair all or most of time: Who depend on a chair for mobility includes those residents who can stand with assistance to pivot from bed to wheelchair or to otherwise transfer. The resident cannot take steps without extensive or constant weight-bearing support from others and is not bedfast all or most of the time. G0300A or E = 2 OR G0600C = checked.

**F102:** Independently ambulatory: Who require no help or oversight; or help or oversight was provided only 1 or 2 times during the past 7 days. Do not include residents who use a cane, walker or crutch. G0110C1 or G0110D1 = 0 or 7 and G0110C2 or G0110D2 = 0 or 1 AND G0600A and G0600B = not checked.

#### F103: Ambulation with assistance or assistive devices:

Who require oversight, cueing, physical assistance or who use a cane, walker, or crutch. Count the use of lower leg splints, orthotics, and braces as assistive devices. G0110C1 or G0110D1 = 1, 2, or 3 AND G0110C2 or G0110D2 = 1, 2 or 3 OR G0600A and/or G0600B = checked.

**F104: Physically restrained:** For whom restraints were used. Restraints include any manual or physical method or mechanical device, material or equipment attached or adjacent to the resident's body in such a way that the individual cannot remove easily and it restricts freedom of movement or normal access to one's body. Do not include devices such as braces which are used for medical/clinical reasons. P0100A through H = 1 or 2.

**F105:** Of total number of restrained residents: On admission/entry or reentry with an order for restraint(s). P0100A through H = 1 or 2. To complete this field use only the counts from the first assessment since the most recent admission/entry or reentry (OBRA or Scheduled PPS, i.e., A0310A = 01 OR A0310B = 01 or 06 OR A0310E = 1 for each resident).

**F106:** With contractures: With a restriction of full passive range of motion of any joint due to deformity, disuse, pain, etc., includes loss of range of motion in neck, fingers, wrists, elbows, shoulders, hips, knees and ankles. G0400A and/or B = 1 or 2.

**F107:** Of the total number with contractures, those who had a contracture(s) on admission: To complete this field use only the counts from the first assessment since the most recent admission/entry or reentry (OBRA or Scheduled PPS, i.e., A0310A = 01 OR A0310B = 01 or 06 OR A0310E = 1 for each resident). (neck contractures not included in MDS data).

(use with Form CMS-672)

## C. MENTAL STATUS (F108 – F114) - RESIDENTS

**F108:** With Intellectual Disability (ID) (Mental retardation as defined at 483.45(a)) or Developmental Disability (DD): In all of the categories of intellectual or developmental disability regardless of severity, as determined by the State Mental Health or State Mental Retardation Authorities. A1550A, B through E = checked.

**F109:** With documented signs and symptoms of depression: With documented signs and symptoms of depression. D0200A1 through D1 = 1 for any indicator present OR D0200I1 = 1OR D0200A2 through D2 = 2 or 3 for symptom frequency OR D0300 = 05 - 27 OR D0500A1 through D1 = 1 for any indicator present OR D0500I1 = 1 OR D0500A2 through D2 = 2 or 3 for symptom frequency OR D0600 = 05 - 30.

F110: With documented psychiatric diagnosis (exclude dementias and depression): With primary or secondary psychiatric diagnosis including:

- Schizophrenia
- Schizo-affective disorder
- Schizophreniform disorder
- Delusional disorder
- Anxiety disorder
- Psychotic mood disorders (including mania and depression with psychotic features, acute psychotic episodes, brief reactive psychosis and atypical psychosis). I5700, I5900, I5950, I6000 or I6100 = checked.

F111: Dementia: Non-Alzheimer's Dementia (e.g., Lewy-Body, vascular or Multi-infarct, mixed, frontotemporal such as Pick's disease; and dementia related to Parkinson's or Creutzfeldt-Jakob diseases), or Alzheimer's Disease: With a primary or secondary diagnosis of dementia or organic mental syndrome including, Non-Alzheimer's Dementia (e.g., Lewy-Body, vascular or Multi-infarct, mixed, frontotemporal such as Pick's disease; and dementia related to Parkinson's or Creutzfeldt-Jakob diseases). I4200 or I4800 = checked

**F112:** With behavioral health care needs: With one or more of the following indicator(s): wandering, verbally abusive, physically abusive, socially inappropriate/disruptive, and resistive to care. E0200A, B, or C = 1, 2, or 3 OR E0300 = 1 OR E0500A, B, or C = 1 OR E0600A, B, or C = 1 OR E0800 = 1, 2, or 3 OR E0900 = 1, 2, or 3 OR E1000A or B = 1.

F113: Of the total number with behavioral healthcare needs, those having an individualized care plan to support them: With behavior symptoms who are receiving an individualized care plan/program designed to support and manage behavioral needs (as noted in F112).

F114: Receiving health rehabilitative services for Mental Illness (MI) and/or ID/DD: Receiving health rehabilitative services for MI and/or ID/DD.

## D. SKIN INTEGRITY (F115 - F118) - RESIDENTS

**F115:** With pressure ulcers: With localized injury to the skin and/or underlying tissue, usually over a bony prominence, as a result of pressure, or pressure in combination with shear and/or friction (exclude Stage I). M0300B1, M0300C1, M0300D1, M0300E1, M0300F1and/or M0300G1 > 0.

F116: Of the total number of residents with pressure ulcers (excluding Stage 1), those who had pressure ulcers on admission/entry or reentry: M0300B2, M0300C2, M0300D2, M0300E2, M0300F2 and/or M0300G2 > 0. To complete this field, use only the counts from the first assessment since the most recent admission/entry or reentry. (OBRA or Scheduled PPS, i.e., A0310A = 01 OR A0310B = 01 or 06 OR A0310E = 1 for each resident.)

**F117:** Receiving preventive skin care: Receiving non-routine skin care ordered by a physician, and/or included in the resident's comprehensive plan of care (e.g., hydrocortisone ointment to areas of dermatitis three times a day, granulex sprays, etc.). M1200A through I = checked.

**F118:** With rashes: Who have rashes which may or may not be treated with any medication or special baths, etc. (e.g., may include but are not limited to antifungals, corticosteroids, emollients, diphenhydramines or scabicides).

### E. SPECIAL CARE (F119 - F132) - RESIDENTS

**F119: Receiving hospice care:** Who have elected or are currently receiving the hospice benefit. O0100K2 = checked.

**F120: Receiving radiation therapy:** Who are under a treatment plan involving radiation therapy. O0100B1 or O0100B2 = checked

**F121: Receiving chemotherapy:** Who are under a treatment plan involving chemotherapy. O0100A1 or O0100A2 = checked.

**F122: Receiving dialysis:** Receiving hemodialysis or peritoneal dialysis either within the facility or offsite. O0100J1 or O0100J2 = checked.

F123: Receiving intravenous therapy, IV nutrition and/or blood transfusion: Receiving fluids, medications, all or most of their nutritional requirements and/or blood and blood products administered intravenously. K0510A2, O0100H2, or O0100I2 = checked.

**F124:** Receiving respiratory treatment: Resceiving treatment by the use of respirators/ventilators, oxygen, IPPB or other inhalation therapy, pulmonary toilet, humidifiers, and other methods to treat conditions of the respiratory tract. This does not include residents receiving tracheostomy care or respiratory suctioning. O0100C2, O0100F2, or O0100G2 = checked.

(use with Form CMS-672)

- **F125: Receiving tracheostomy care:** Receiving care involved in maintenance of the airway, the stoma and surrounding skin, and dressings/coverings for the stoma. O0100E2 = checked.
- **F126:** Receiving ostomy care: Receiving care for a colostomy, ileostomy, uretrostomy, or other ostomy of the intestinal and/or urinary tract. DO NOT include tracheostomy. H0100C = checked.
- **F127: Receiving suctioning:** That require use of a mechanical device which provides suction to remove secretions from the respiratory tract via the oral cavity, nasal passage, or tracheostomy. O0100D2 = checked. (Note: O0100D2 does not include oral suctioning, so residents who receive oral suctioning will have to be counted separately.)
- **F128: Receiving injections:** That have received one or more injections within the past 7 days. (Exclude injections of Vitamin B 12.) Review residents where N0300 > 0. Omit from the count any resident whose only injection currently is B12.
- **F129: Receiving tube feeding:** Who receive all or most of their nutritional requirements via a feeding tube that delivers food/nutritional substances directly into the GI system (e.g., nasogastric tube, gastrostomy tube). K0510B2 = checked.
- **F130: Receiving mechanically altered diets:** Receiving a mechanically altered diet including pureed and/or chopped foods (not only meat). K0510C2 = checked.
- **F131: Receiving rehabilitative services:** Receiving care designed to improve functional ability provided by, or under the direction of a rehabilitation professional (physical therapist, occupational therapist, speech-language pathologist). Exclude health rehabilitation for MI and/or ID/DD. Any minutes > 0 entered in O0400.
- **F132:** Assistive devices with eating: Who are using devices to maintain independence and to provide comfort when eating (i.e., plates with guards, large handled flatware, large handle mugs, extend hand flatware, etc.). O0500C or H > 0.

# F. MEDICATIONS (F133 - F139) - RESIDENTS

**F133: Receiving psychoactive medications:** That receive medications classified as antipsychotics, anxiolytics, antidepressants, and/or hypnotics. Days entered > 0 for N0410A, B, C or D.

Use the following lists to assist you in determining the number of residents receiving psychoactive medications. These lists are **not meant** to be all inclusive; therefore, a resident receiving a psychoactive medication not on this list, should be counted under F133 and any other medication category that applies: F134, F135, F136, and/or F137.

**F134:** Antipsychotic medications: Days entered for N0410A > 0

- Clozapine
- Haloperidol
- Haloperiodal Deconate
- Droperidol
- Loxapine
- Thioridazine
- Molindone
- Theothixene
- Zvprexa
- Pimozide
- Fluphenazine Deconate
- Fluphenazine
- Quetiapine
- Risperidone
- Mesoridazine
- Promazine
- Trifluoperazine
- Chlorprothixene
- Chlorpromazine
- Acetophenazine
- Perphenazine

# **F135:** Antianxiety medications (anxiolytics): Days entered for N0410B > 0

- Lorazepam
- Oxazepam
- Prazepam
- Diazepam
- Clonazepam
- Hydroxyzine
- Chlordiazepoxide
- Halazepam
- Alprazolam

### **F136:** Antidepressant medications: Days entered for N0410C > 0

- Aripiprazole
- Amoxapine
- Nortriptyline
- Wellbutrin
- Trazodone
- Venlafaxine
- Amtriptyline
- Lithium
- Maprotiline
- Isocarboxazid
- Phenelzine
- Serzone
- Desipramine
- Tranyleypromine Paroxetine
- Fluoxetine
- Sertraline
- Doxepin
- Imipramine
- Protriptyline

(use with Form CMS-672)

**F137: Hypnotic medications:** Days entered for N0410D > 0

- Flurazepam
- Quazepam
- Estazolam
- Temazepam
- Triazolam
- Zolpidem

**F138: Receiving antibiotics:** Receiving antibacterial sulfonamides, antibiotics, etc., either for prophylaxis or treatment. Days entered for N0410F > 0.

**F139:** On a pain management program: With a specific plan for control of difficult to manage or intractable pain, which may include self medication pumps or regularly scheduled administration of medication alone or in combination with non-medication interventions (e.g., massages heat/cold, biofeedback, etc.). J0100A, B, or C = 1.

# G. OTHER RESIDENT CHARACTERISTICS (F140 – F145)

**F140:** With unplanned significant weight loss/gain: Who have experienced unplanned weight loss/gain of > 5% in one month or > 10% over six months. K0300 or K0310 = 2.

F141: Who do not communicate in the dominant language at the facility: Who do not speak or understand the dominant language spoken in the facility and need or want an interpreter to communicate. A1100A = 1.

**F142: Who use non-oral communication:** Who communicate via non-oral methods, including, picture boards, computers, etc. A1100B, Preferred Language (e.g. American Sign Language).

**F143:** Who have advance directives: Who have advance directives, such as Physician's Orders for Life-Sustaining Treatment (POLST), a living will or durable power of attorney for health care, recognized under state law and relating to the provisions of care when the individual is incapacitated.

**F144: Received influenza immunization:** Who received the influenza immunization within the last 12 months. O0250A = 1.

F145: Received pneumococcal vaccine: Who received the pneumococcal vaccine. O0300A = 1.

LEAVE BLANK (F146-F148) – To Be Completed By Survey Team

**F146: Ombudsman notice:** Indicate whether or not the State Ombudsman was notified prior to the survey.

**F147: Ombudsman presence:** Indicate whether or not the State Ombudsman was present at any time during the survey.

**F148:** Medication error rate: Calculate and enter the medication error percentage of the facility.

# **Appendix**

Table A1	
RUG Based Case-Mix Adjusted Nurse and Aide Staffing Minute Estimate	S

199	5-1997 Tir	ne Study	Average Tim	es (Minute	es)				
RUG-53	Resident Specific Time + Non-Resident Specific Time Minutes								
Group		Total Minutes							
	RN	LPN	Nurse Total	AIDE	All Staff Types				
REHAB & EXTENSIVE									
RUX	160.67	84.89	245.56	200.67	446.22				
RUL	127.90	59.19	187.10	134.57	321.67				
RVX	137.28	58.33	195.61	167.54	363.15				
RVL	128.93	47.75	176.67	124.30	300.97				
RHX	130.42	48.69	179.12	155.39	334.50				
RHL	117.25	69.00	186.25	127.00	313.25				
RMX	163.88	91.36	255.24	195.76	450.99				
RML	166.61	62.68	229.29	147.07	376.36				
RLX	116.87	55.13	172.00	132.63	304.63				
REHABILITATION									
REHAB ULTRA HIGH									
RUC	100.75	46.03	146.78	174.86	321.64				
RUB	84.12	34.94	119.06	123.13	242.19				
RUA	64.98	39.49	104.47	97.91	202.38				
REHAB VERY HIGH				9					
RVC	93.31	50.21	143.52	163.59	307.10				
RVB	85.90	42.54	128.44	138.37	266.81				
RVA	72.04	26.53	98.56	103.49	202.05				
REHAB HIGH									
RHC	94.85	45.04	139.89	166.48	306.37				
RHB	100.85	34.80	135.65	130.40	266.05				
RHA	89.76	27.51	117.27	102.59	219.85				
REHAB MEDIUM									
RMC	78.01	49.35	127.37	172.16	299.53				
RMB	88.69	38.05	126.73	140.23	266.96				
RMA	94.15	34.41	128.55	116.54	245.10				
REHAB LOW									
RLB	69.38	46.52	115.91	196.33	312.24				
RLA	60.88	33.02	93.89	124.29	218.18				

1995-1997 Time Study Average Times (Minutes)										
RUG-53	Reside	nt Specific Ti	me + Non-Resident S	Specific Time M						
Group		STAF	F TYPE		Total Minutes					
	RN	LPN	Nurse Total	AIDE	All Staff Types					
EXTENSIVE										
SE3	143.56	101.33	244.89	193.50	438.39					
SE2	108.52	86.06	194.58	163.54	358.12					
SE1	80.79	57.68	138.47	191.79	330.26					
SPECIAL										
SSC	72.9	64.3	137.20	184.1	321.30					
SSB	70.9	55.0	125.90	172.4	298.30					
SSA	91.7	41.7	133.40	130.4	263.80					
CLINICALLY COMPLEX										
CC2	85.2	42.50	127.70	191.1	318.80					
CC1	55.7	57.70	113.40	176.9	290.30					
CB2	61.5	41.80	103.30	159.0	262.30					
CB1	59.0	36.20	95.20	147.3	242.50					
CA2	58.8	43.30	102.10	130.3	232.40					
CA1	59.7	37.60	97.30	103.3	200.60					
IMPAIRED COGNITION										
IB2	40.0	32.0	72.00	137.2	209.20					
IB1	39.0	32.0	71.00	130.0	201.00					
IA2	38.0	27.0	65.00	100.0	165.0					
IA1	33.0	26.0	59.00	96.0	155.0					
BEHAVIOR										
BB2	40.0	30.0	70.00	136.0	206.0					
BB1	38.0	28.0	66.00	130.0	196.0					
BA2	38.0	30.0	68.00	90.0	158.0					
BA1	34.0	25.0	59.00	73.5	132.5					

Table A1 RUG Based C	Case-Mix Adju	sted Nu	se and Aide	Staffing Mi	nute Estimates			
1995-1997 Time Study Average Times (Minutes)								
RUG-53	Resider	nt Specific Ti	me + Non-Residen	Specific Time N	linutes			
Group		STAF	F TYPE		Total Minutes			
	RN	LPN	Nurse Total	AIDE	All Staff Types			
PHYSICAL FUNCTION								
PE2	37.0	32.0	69.00	184.8	253.80			
PE1	37.0	29.4	66.40	181.6	248.00			
PD2	36.0	25.0	61.00	170.0	231.00			
PD1	36.0	27.6	63.60	160.0	223.60			
PC2	25.6	32.8	58.40	154.4	212.80			
PC1	45.1	20.6	65.70	124.2	189.90			
PB2	28.0	36.8	64.80	80.6	145.40			
PB1	27.5	27.7	55.20	93.9	149.10			
PA2	31.9	30.6	62.50	72.9	135.40			
PA1	28.2	29.8	58.00	72.8	130.80			

Table A2			
Coefficients for	Risk-Ad	justment	Model

Quality	Measure/Covariate	Constant (Intercept)	Coefficient
Percen their b	t of long-stay residents who had a catheter inserted and left in adder	-3.645993	
1.	Indicator of frequent bowel incontinence on prior assessment		0.545108
2.	Indicator of pressure sores at stages II, III, or IV on prior assessment		1.967017
Percen	t of long-stay residents who self-report moderate to severe pain	-2.428281	
1.	Indicator of independence or modified independence in daily decision making on the prior assessment		1.044019
Percen worser	t of short-stay residents with pressure ulcers that are new or ned	-5.204646	
1.	Indicator of requiring limited or more assistance in bed mobility on the initial assessment		1.013114
2.	Indicator of bowel incontinence at least occasionally on initial assessment		0.835473
3.	Indicator of diabetes or peripheral vascular disease on the initial assessment		0.412676
4.	Indicator of low body mass index on the initial assessment		0.373643