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## NHATS Round 4

Section FQ [FACILITY STAFF QUESTIONNAIRE]

Sequence: 40

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**FQ1PRE**

FQ1PRE

NOT ON FILE

**QUESTION TEXT:**

YOU HAVE SELECTED THE FACILITY STAFF QUESTIONNAIRE (FQ) FOR CASE

{CASE ID}, {SP}

CONFIRM WITH FACILITY THAT THE SP IS ALIVE BEFORE CONTINUING. IF THE SP IS DECEASED, BREAKOFF AND COMPLETE THE NHATS INTERVIEW WITH THE FACILITY RESPONDENT.

IF THIS IS THE CORRECT CASE AND {SP} IS ALIVE, PRESS 1 AND ENTER TO CONTINUE

TO SELECT ANOTHER CASE OR TASK, BREAKOFF AND SELECT THE CORRECT CASE ID AND TASK FROM THE IMS

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**FQ1Consent**

FQ1Consent

NOT ON FILE

**QUESTION TEXT:**

During the course of the study, we would like to record some of the questions and answers for training and data quality. I'd like to continue now unless you have any questions.

PRESS 1 AND ENTER TO CONTINUE

IF RESPONDENT REFUSES TO ALLOW AUDIO RECORDING, PRESS 7 AND ENTER

**CODES**

1	CONSENT TO RECORDING	FQ1A
7	REFUSE CONSENT TO RECORD	
5		

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**FQ1NotRec**

FQ1NotRec

NOT ON FILE

That's fine. The interview will not be recorded.

PRESS 1 AND ENTER TO CONTINUE

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**FQ1A**

FQ1A

NOT ON FILE

**DISPLAY INSTRUCTIONS:**

Display "FIRST" in bold underlined text.

Display FQ1a and FQ1b on the same screen.

**QUESTION TEXT:**

First, I would like to confirm your name and contact information.

What is your name?

ENTER FIRST NAME. CONFIRM SPELLING.

**ENTER TEXT**

Length

25

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**FQ1B**

**FQ1B**

NOT ON FILE

**DISPLAY INSTRUCTIONS:**

Display "LAST" in bold underlined text.  
Display FQ1a and FQ1b on the same screen.

**QUESTION TEXT:**

ENTER LAST NAME. CONFIRM SPELLING.

ENTER TEXT

Length

25

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**FQ2**

**FQ2**

NOT ON FILE

**QUESTION TEXT:**

What is your job title?

ENTER TEXT

Length

50

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**FQ3A**

**FQ3A**

NOT ON FILE

**DISPLAY INSTRUCTIONS:**

Display FQ3a, 3b, 3c, 3d, and 3e on the same screen.  
Display "address" as underlined text.

**QUESTION TEXT:**

What is the mailing address here?

CONFIRM SPELLING

ENTER TEXT

Length

25

**PROGRAMMERS INSTRUCTIONS:**

If Breakoff at or before this screen, do not save any FQ data and set FQ task status = 11 (READY).

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**FQ3B**

**FQ3B**

NOT ON FILE

**DISPLAY INSTRUCTIONS:**

Display FQ3a, 3b, 3c, 3d, and 3e on the same screen.  
Display "address" as underlined text.

**QUESTION TEXT:**

[What is the mailing address here?]

CONFIRM SPELLING

IF NO APT/SUITE NUMBER, PRESS ENTER TO CONTINUE

ENTER TEXT

Length

25

**PROGRAMMERS INSTRUCTIONS:**

Allow empty

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**FQ3C**

**FQ3C**

NOT ON FILE

**DISPLAY INSTRUCTIONS:**

Display FQ3a, 3b, 3c, 3d, and 3e on the same screen.  
Display "city" as underlined text.

**QUESTION TEXT:**

[What is the city?]

CONFIRM SPELLING

**ENTER TEXT**

Length

25

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**FQ3D**

**FQ3D**

NOT ON FILE

**DISPLAY INSTRUCTIONS:**

Display FQ3a, 3b, 3c, 3d, and 3e on the same screen.  
Display "state" as underlined text.

**QUESTION TEXT:**

[What is the state?]

TYPE THE FIRST LETTER OF THE STATE, THEN USE ARROW KEYS IF NEEDED TO LOCATE STATE, AND PRESS ENTER TO SELECT

**PROGRAMMERS INSTRUCTIONS:**

Use lookup file of state names

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**FQ3E**

**FQ3D**

NOT ON FILE

**DISPLAY INSTRUCTIONS:**

Display FQ3a, 3b, 3c, 3d, and 3e on the same screen.  
Display "zip code" as underlined text.

**QUESTION TEXT:**

[What is the zip code?]

ENTER A 5-DIGIT ZIP CODE

**ENTER TEXT**

Length

5

**PROGRAMMERS INSTRUCTIONS:**

5-digit entry required. If less than 5 digits entered, display Error Message #11.

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**FQ3F**

**FQ3F**

NOT ON FILE

**QUESTION TEXT:**

What is the phone number here?

ENTER AREA CODE AND PHONE NUMBER

**ENTER TEXT**

Length 10  
REFUSED

**PROGRAMMERS INSTRUCTIONS:**

Hard edit: if the answer from FQ3f contains less than 10 digits, display error message #12.

Use number input mask (xxx-xxx-xxxx) in the response field.

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**FQ4**

**FQ4**

NOT ON FILE

**QUESTION TEXT:**

What is your email address here?

ENTER 97 IF NOT EMAIL ADDRESS

**ENTER TEXT**

Length 50  
REFUSED

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**FQ5**

**FQ5**

NOT ON FILE

**DISPLAY INSTRUCTIONS:**

Display "whole" as bold underlined text.

**QUESTION TEXT:**

What is the name of this place? If there are different names for certain parts of levels of care in this place, please tell me the name for the whole place.

**ENTER TEXT**

Length 75

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**FQ6**

**fq4dfacdesc**

R4 FQ6 FACILITY TYPE

**DISPLAY INSTRUCTIONS:**

Display text from FQ5 as FACILITY NAME.

Display "whole" as underlined text.

**QUESTION TEXT:**

SHOW CARD FQ1

Now I'm going to show you a list of places.

Which of these BEST describes {FACILITY NAME FROM FQ5}? Again, if there are different parts or levels of care in this place, please tell me about the whole place.

PRESS F1 FOR HELP SCREEN

**CODES**

- |   |   |      |
|---|---|------|
| 1 | FREE STANDING NURSING HOME                  | FQ15 |
| 2 | FREE STANDING ASSISTED LIVING FACILITY      | FQ7  |
| 3 | NURSING HOME AND ASSISTED LIVING FACILITY   | FQ7  |
| 4 | CONTINUING CARE RETIREMENT COMMUNITY (CCRC) | FQ7  |
| 5 | ADULT FAMILY CARE HOME                      | FQ15 |
| 6 | GROUP HOME                                  | FQ15 |
| 7 | BOARD AND CARE HOME                         | FQ15 |
| 8 | RETIREMENT COMMUNITY OR SENIOR HOUSING      | FQ7  |



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**FQ10A****fq4dosfaca**

R4 D FQ10A OTHER SPECIFY FAC AREA

**QUESTION TEXT:**

SPECIFY OTHER TYPE OF PLACE

**ENTER TEXT**

Length

50

**PROGRAMMERS INSTRUCTIONS:**Go to FQ12

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**FQ11****fq4assdnrsng**

R4 FQ11 ASSIST LIV OR NURSG HOME

**QUESTION TEXT:**

Is this special care unit part of an assisted living facility or is it part of a nursing home?

**CODES**

- |   |                                       |
|---|---------------------------------------|
| 1 | ASSISTED LIVING                       |
| 2 | NURSING HOME<br>REFUSED<br>DON'T KNOW |

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**FQ12****fq4othrlevls**

R4 FQ12 OTH LEVELS OF CARE AVAIL

**QUESTION TEXT:**

Besides where {SP} lives, are there other levels of care available at {PLACE NAME FREOM FQ5} such as independent living, assisted living, a special care unit, or a nursing home care unit?

**CODES**

- |   |            |      |
|---|------------|------|
| 1 | YES        | FQ13 |
| 2 | NO         | FQ15 |
|   | REFUSED    | FQ15 |
|   | DON'T KNOW | FQ15 |

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**FQ13****fq4whotlevl1**

R4 FQ13 INDEPNDNT LIV CARE AVAIL

**fq4whotlevl2**

R4 FQ13 ASSISSTED LVNG CARE AVAIL

**fq4whotlevl3**

R4 FQ13 ALZHEIMER CARE AVAIL

**fq4whotlevl4**

R4 FQ13 NURSING HOME CARE AVAIL

**fq4whotlevl5**

R4 FQ13 OTHR SPECIFY CARE AVAIL

**QUESTION TEXT:**

What other levels of care are available?

SELECT ALL THAT APPLY

**CODES**

- |    |   |      |
|----|---|------|
| 1  | INDEPENDENT LIVING                                | FQ15 |
| 2  | ASSISTED LIVING                                   | FQ15 |
| 3  | SPECIAL CARE, MEMORY CARE, OR ALZHEIMER'S<br>UNIT | FQ15 |
| 4  | NURSING HOME                                      | FQ15 |
| 91 | OTHER (SPECIFY)                                   |      |

REFUSED  
DON'T KNOW

FQ15  
FQ15

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**FQ13A**

**FQ13A**

NOT ON FILE

**QUESTION TEXT:**

SPECIFY OTHER LEVELS OF CARE

**ENTER TEXT**

Length

50

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**FQ15**

**fq4servaval1**

R4 FQ15 MEALS AVAIL

**fq4servaval2**

R4 FQ15 HELP WITH MEDS AVAIL

**fq4servaval3**

R4 FQ15 HELP W BATH DRESS AVAIL

**fq4servaval4**

R4 FQ15 LAUNDRY SERVCS AVAIL

**fq4servaval5**

R4 FQ15 HOUSEKEEPING SERV AVAIL

**fq4servaval6**

R4 FQ15 TRANSPRT MED CARE AVAIL

**fq4servaval7**

R4 FQ15 TRANSPRT TO STORE EVENT

**fq4servaval8**

R4 FQ15 RECREATIONAL FAC AVAIL

**fq4servaval9**

R4 FQ15 SOCIAL EVENTS AVAIL

**DISPLAY INSTRUCTIONS:**

Use "Same Question Stem" display

If at FQ15a, do not display question text in brackets.  
Otherwise, display question text in brackets.

Display "at {SP}'s current level of care" and "offered" as bold underlined text.

**QUESTION TEXT:**

SHOW CARD FQ2

{{}}We are interested in the services that are available to people at {SP}'s current level of care.  
Please look at this list. {{}}

{{}}For each service, please tell me if the service is offered to people at {SP}'s level of care. If the  
service is offered, please also indicate whether it is part of {SP}'s package of services provided by  
{PLACE NAME from FQ5} or if there is an extra charge for it. {{}}

{variable text [a-i]}

RESPONSE [1] a. Meals (in common dining areas or in resident's own rooms)?

RESPONSE [2] b. Help with medications?

RESPONSE [3] c. Help with bathing and dressing?

RESPONSE [4] d. Laundry services for linens or clothing? RESPONSE [5] e. Housekeeping services?

RESPONSE [6] f. A van or shuttle to doctors or other medical care providers?

RESPONSE [7] g. A van or shuttle to stores or events like concerts?

RESPONSE [8] h. Recreational facilities, like swimming pools, game rooms, or tennis courts, for residents?

RESPONSE [9] i. Organized social events and activities?

**CODES**

- 1 YES, SERVICE PROVIDED AS PART OF PACKAGE
- 2 YES, SERVICE PROVIDED AT AN EXYTRA CHARGE
- 3 NO, SERVICE NOIT PROVIDED

REFUSED  
DON'T KNOW

**PROGRAMMER INSTRUCTIONS:**

Array the responses and Variable text columns in the panel.  
Display 'variable text' in the a-i sequence until all rows have been displayed.

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<b>FQ16PRE</b>	<b>FQ16PRE</b>	NOT ON FILE
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**QUESTION TEXT:**

These next questions are about the sources of payment for {SP}'s care.  
PRESS 1 AND ENTER TO CONTINUE

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<b>FQ16</b>	<b>fq4paysourc1</b>	R4 FQ16 SP OR SP FAMILY PAYMENT
	<b>fq4paysourc2</b>	R4 FQ16 SOC SEC SSI PAYMENT
	<b>fq4paysourc3</b>	R4 FQ16 MEDICAID PAYMENT
	<b>fq4paysourc4</b>	R4 FQ16 MEDICARE PAYMENT
	<b>fq4paysourc5</b>	R4 FQ16 PRIVATE INSURANCE PAYMNT
	<b>fq4paysourc6</b>	R4 FQ16 OTHR GOVT PAYMENT

**DISPLAY INSTRUCTIONS:**

Use "Same Question Stem" display

If at FQ16a, do not display question text in brackets.

Otherwise, display question text in brackets.

If FQ6= 1 (FREE STANDING NURSING HOME) or FQ10=4 (NURSING HOME), OR FQ11=2 (NURSING HOME), display FQ16d {Medicare}.

Display dollar amounts using commas to separate zeroes.

**QUESTION TEXT:**

SHOW CARD FQ3

{{In the last billing month for which you have complete payment information, what did each of these sources pay for {SP}'s care?}}

{{For each one, please tell me the total amount paid by each source for this part of {SP}'s care.}}

ENTER DOLLAR AMOUNT

ENTER ZERO IF NO PAYMENT FROM SOURCE

{variable text [a-f]}

RESPONSE [1] a. SP OR SP'S FAMILY

RESPONSE [2] b. SOCIAL SECURITY OR SSI

RESPONSE [3] c. MEDICAID

RESPONSE [4] d. MEDICARE

RESPONSE [5] e. PRIVATE INSURANCE

RESPONSE [6] f. OTHER GOVERNMENT SOURCE (VA, STATE, COUNTY)

**ENTER NUMBER**

Range

Soft Range

o to 26000

REFUSED  
DON'T KNOW

0 to 10000

**PROGRAMMER INSTRUCTIONS:**

Array the responses and Variable text columns in the panel.  
Display 'variable text' in the a-f sequence until all rows have been displayed.

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**BOX FQ17**

**BOX FQ17**

NOT ON FILE

If DK or RF entered at FQ16 for any amount category, go to FQ19.

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**FQ17**

**fq4totalpaym**

R4 FQ17 TOTAL PAYMENT FOR CARE

**DISPLAY INSTRUCTIONS:**

Display dollar amounts using comas to separate zeroes.

**QUESTION TEXT:**

That adds up to {TOTAL AMOUNT CALCULATED FROM FQ16}

Is that the total monthly payment for {SP}'s care?

**CODES**

1	YES	FQ19
2	NO	
	REFUSED	FQ19
	DON'T KNOW	FQ19

---

**FQ18**

**fq4tmnthlyamt**

R4 FQ18 TOT MTHLY AMT FOR CARE

**DISPLAY INSTRUCTIONS:**

Display dollar amounts using comas to separate zeroes.

**QUESTION TEXT:**

Display dollar amounts using commas to separate zeroes.

ENTER AMOUNT

**ENTER NUMBER**

Range 0 to 26000  
REFUSED  
DON'T KNOW

---

**FQ19**

**fq4primpayer**

R4 FQ19 PRIMARY PAYER FOR CARE

**DISPLAY INSTRUCTIONS:**

If FQ6= 1 (FREE STANDING NURSING HOME) or FQ10=4 (NURSING HOME), OR FQ11=2 (NURSING HOME), display {Medicare,} and response category 4.

**QUESTION TEXT:**

Would you say the primary payer for {SP}'s care is {SP} or {his/her} family, Social Security, Medicaid, {Medicare,} or some other source?

**CODES**

1	SP/FAMILY	FQ21
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2	SOCIAL SECURITY/SSI	FQ21
3	MEDICAID	FQ21
4	MEDICARE	FQ21
5	OTHER SOURCE	
	REFUSED	FQ21
	DON'T KNOW	FQ21

**FQ20**                                      **fq4govsource**                                      R4 FQ20 GOVERNMENT SOURCE

**QUESTION TEXT:**

Is that a government source?

**CODES**

1	YES
2	NO
	REFUSED
	DON'T KNOW

**FQ21**                                      **FQ21**                                      NOT ON FILE

**QUESTION TEXT:**

I would like to confirm that {SP}'s name is {SP'S MIDDLE NAME} {SP'S LAST NAME}. Is that correct?

**CODES**

1	YES	FQ22
2	NO	
	REFUSED	
	DON'T KNOW	

**FQ21A**                                      **FQ21A**                                      NOT ON FILE

**DISPLAY INSTRUCTIONS:**

Display preloaded SP name in the response fields.

Display "FIRST" in bold underlined text.

Display SP first name in fill as bold underlined

**QUESTION TEXT:**

What is the correct spelling of {SP}'s full name?

{FIRST NAME} {MIDDLE NAME} {LAST NAME}

CORRECT FIRST NAME. CONFIRM SPELLING.

**ENER TEXT**

Length                                      25

**PROGRAMMER INSTRUCTIONS:**

Display FQ21a, 21b, and 21c on the same screen.

**FQ21B**                                      **FQ21B**                                      NOT ON FILE

**DISPLAY INSTRUCTIONS:**

Display "MIDDLE" in bold underlined text.

Display SP middle name in fill as bold underlined

**QUESTION TEXT:**

What is the correct spelling of {SP}'s full name?  
{FIRST NAME} {MIDDLE NAME} {LAST NAME}  
CORRECT MIDDLE NAME. CONFIRM SPELLING.  
PRESS ENTER IF NO MIDDLE NAME OR INITIAL

**ENER TEXT**

Length 25

**PROGRAMMER INSTRUCTIONS:**

Allow empty.

Display FQ21a, 21b, and 21c on the same screen.

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**FQ21C**

**FQ21C**

NOT ON FILE

**DISPLAY INSTRUCTIONS:**

Display "LAST" in bold underlined text.

Display SP last name in fill as bold underlined

**QUESTION TEXT:**

What is the correct spelling of {SP}'s full name?  
{FIRST NAME} {MIDDLE NAME} {LAST NAME}  
CORRECT LAST NAME. CONFIRM SPELLING.

**ENER TEXT**

Length 25

**PROGRAMMER INSTRUCTIONS:**

Display FQ21a, 21b, and 21c on the same screen.

Set flag to indicate SP name was updated.

---

**FQ22**

**FQ22**

NOT ON FILE

**QUESTION TEXT:**

THE SP IS LISTED AS A {MALE/FEMALE}  
IF GENDER IS OBVIOUS, CODE WITHOUT ASKING  
OTHERWISE ASK: Is {SP} male or female?

**CODES**

1 MALE  
2 FEMALE

---

**BOX FQ22A**

**BOX FQ22A**

NOT ON FILE

Compare preloaded CMS gender of SP with FQ22 value just entered.  
If they are the same, go to FQ23.  
Otherwise, go to FQ22a

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**FQ22A****FQ22A**

NOT ON FILE

**QUESTION TEXT:**

YOU JUST CHANGED SP'S GENDER FROMN {PRELOADED CMS GENDER MALE/FEMALE} TO {FEMALE/MALE FROM FQ22} DID YOU INTEND TO DO THAT?

**CODES**

1	YES	
2	NO	FQ22

**FQ23****FQ23**

NOT ON FILE

**DISPLAY INSTRUCTIONS:**

Display preloaded CMS DOB in the question text.

SPELL OUT MONTH WHEN DISPLAYING {BIRTH MONTH BIRTH DAY, BIRTH YEAR}.

FORMAT AS MM/DD/YYYY WHEN DISPLAYING ({BIRTH MM/BIRTH DD/BIRTH YEAR}).

**QUESTION TEXT:**

I also want to confirm {SP}'s birth date is {BIRTH MONTH, BIRTH DAY, BIRTH YEAR} ({BIRTH MM/BIRTHDD/BIRTH YEAR}). Is that correct?

**CODES**

1	YES	FQ26
2	NO	

**FQ24****FQ24**

NOT ON FILE

**DISPLAY INSTRUCTIONS:**

Display preloaded CMS DOB.

**QUESTION TEXT:**

What is {SP}'s date of birth?

ENTER MONTH, DAY, AND YEAR (MM-DD-YYYY)

**PROGRAMMER INSTRUCTIONS:**

Use mask to collect DOB. Separate mm/dd/yyyy with hyphens for data entry.

MONTH range: 1-31

DAY range 1-31

YEAR range: (CURRENT YEAR-65 – FQ24 DOB).

**FQ25****FQ25**

NOT ON FILE

**DISPLAY INSTRUCTIONS:**

COMPUTE AGE AS (CURRENT DATE – FQ24 DOB).

**QUESTION TEXT:**

I would like to confirm that {SP} is {CALCULATED AGE} years old today. Is that correct?

**CODES**

1	YES	
2	NO	FQ24
	REFUSED	
	DON'T KNOW	

FQ29

FQ29

NOT ON FILE

**QUESTION TEXT:**

YOU HAVE COMPLETED THE FACILITY STAFF QUESTIONNAIRE. THANK RESPONDENT.

PRESS 1 AND ENTER TO CONTINUE

FQ30

FQ30

NOT ON FILE

**DISPLAY INSTRUCTIONS:**

If (LAST INT disposition code =61 (Final NH Complete) or LAST INT disposition code =64 (Final FQ complete, SP INT NOT COMPLETE)) and CMS DODFLAG <> 1 (SP ALIVE), display "NO ADDITIONAL DATA COLLECTION REQUIRED FOR THIS CASE."

**QUESTION TEXT:**

{NO ADDITIONAL DATA COLLECTION REQUIRED FOR THIS CASE.}

PRESS 1 AND ENTER TO RETURN TO IMS SCREEN

**PROGRAMMER INSTRUCTIONS:**

If FQ8=1 (YES), FACILITY NAME = text from FQ9.

Else FACILITY NAME = text from FQ5.

Write FACILITY NAME to Management file for use in the NHATS Interview task and the IMS.

If FQ6 = 1 or [(FQ6 = 2 or 3 or 4 or 8 or 91 or RF or DK) and FQ10 = 4] or FQ11 = 2, set FACILITY TYPE flag = 1 (NURSING HOME).

Otherwise, set FACILITY TYPE flag = 2 (OTHER FACILITY).

If LAST INT final disposition code was code 61 (Final NH complete) and if FACILITY TYPE flag = 1 (NURSING HOME), set NHATS Interview Task=code 24 (FINAL NOT REQUIRED) and IRQ SP Task=code 24 (FINAL NOT REQUIRED) and set the final case status to code 61, "Complete, NH Facility".

Else if R1 final disposition code was code 64 (Final FQ complete, SP not complete), set NHATS Interview Task=code 24 (FINAL NOT REQUIRED) and IRQ SP Task=code 24 (FINAL NOT REQUIRED); set the final case status to code 61, "Complete, NH Facility" if the FACILITY TYPE flag = 1 (NURSING HOME); set the final case status to code 64 (FINAL FQ, SP INTERVIEW NOT COMPLETED) if the FACILITY TYPE flag=2 (OTHER FACILITY).

If FACILITY TYPE flag = 1 or 2, set FACILITY flag = 1 (YES).

Write FACILITY TYPE flag and FACILITY flag to Management file for use in the IMS and for use in the NHATS Interview task if the SP Interview Task=11 (READY).

Set IRQ Facility Task=code 11 (READY).

**Derived Variables From Items in FQ Section**

fq4dlocsp

R4 D FQ6 6A 10 10A FOR SAMP WGT