

# POMP 5 CASE MANAGEMENT ADMINISTRATOR QUESTIONNAIRE CODEBOOK March 8, 2004

**CODERS: ONLY ENTER DATA FOR QUESTIONNAIRES THAT HAVE THE OFFICE USE ONLY BOX FILLED IN. CHECK BELOW FOR REQUIRED FIELDS.**

**ENTER A VALUE FOR ALL QUESTIONS UNLESS "BLANK IS VALID" IS NOTED, OTHERWISE CODE -9 FOR MISSING OR INVALID VALUES. CHECK THE SURVEY MARGIN FOR REMARKS. IF REFUSED (RF) CODE -7. IF DON'T KNOW (DK), CODE -8.**

## OFFICE USE ONLY BOX

Variable Name	Variable Description and Codes
Program	Name of agency or program (REQUIRED)  XXXXXXXXXXXXXXXXXX(Maximum of 255 Characters)
County	County that agency is in (REQUIRED)  XXXXXXXXXXXXXXXXXX(Maximum of 255 Characters)
State	State that the agency is in (REQUIRED)  XX (State abbreviation)
Admin	Name of program administrator (REQUIRED)  XXXXXXXXXXXXXXXXXX(Maximum of 255 Characters)
Date	Date the interview was completed (REQUIRED)  xx/xx/2004
Comments	XXXXXXXXXXXXXXXXXX(Maximum 65,000 Characters) BLANK IS VALID

## QUESTIONNAIRE

Variable Name	Question And Codes
CMA1	For your case management program, what was your TOTAL caseload on December 31, 2003?  0 TO 32767 -7 = REFUSED -8 = DON'T KNOW -9 = MISSING OR INVALID

CMA2 How many FULL-TIME EQUIVALENT case managers did you have on December 31, 2003?

0 TO 32767

-7 = REFUSED

-8 = DON'T KNOW

-9 = MISSING OR INVALID

CMA3 How many FTE case managers left between January 1 and December 31, 2003?

0 TO 32767

-7 = REFUSED

-8 = DON'T KNOW

-9 = MISSING OR INVALID

CMA4 How many FTE case managers were hired between January 1 and December 31, 2003?

0 TO 32767

-7 = REFUSED

-8 = DON'T KNOW

-9 = MISSING OR INVALID

5. For each of the reasons for terminating case management services listed below: Please indicate the percent of clients, for the 12 month period (January 1, 2003 thru December 31, 2003), whose services were terminated for that reason.

CMA5a Deceased

0.00 TO 100.00

-7 = REFUSED

-8 = DON'T KNOW

-9 = MISSING OR INVALID

CMA5b Nursing home placement

0.00 TO 100.00

-7 = REFUSED

-8 = DON'T KNOW

-9 = MISSING OR INVALID

CMA5c Condition improved

0.00 TO 100.00

-7 = REFUSED

-8 = DON'T KNOW

-9 = MISSING OR INVALID

CMA5d Moved

0.00 TO 100.00

-7 = REFUSED

-8 = DON'T KNOW

-9 = MISSING OR INVALID

CMA5e                    Withdrew from program: client dissatisfied

0.00 TO 100.00  
-7        = REFUSED  
-8        = DON'T KNOW  
-9        = MISSING OR INVALID

CMA5f                    No longer financially eligible

0.00 TO 100.00  
-7        = REFUSED  
-8        = DON'T KNOW  
-9        = MISSING OR INVALID

CMA5g                    Switched to another program

0.00 TO 100.00  
-7        = REFUSED  
-8        = DON'T KNOW  
-9        = MISSING OR INVALID

CMA5h                    Other

0.00 TO 100.00  
-7        = REFUSED  
-8        = DON'T KNOW  
-9        = MISSING OR INVALID

CMA5Specify            Other: Specify

XXXXXXXXXX (Maximum 65K Characters)  
-7        = REFUSED  
-8        = DON'T KNOW  
-9        = MISSING  
BLANK IS VALID (If CMA5H is < 1)

CMA5i                    Unknown

0.00 TO 100.00  
-7        = REFUSED  
-8        = DON'T KNOW  
-9        = MISSING OR INVALID