

HOME CARE SURVEY DATA COLLECTION SUMMARY

- Any of five home care services — Homemaker Service, Home Health Aide Service (Personal Care), Case Management service, Home Delivered Meals Service, and Grocery Service — may be studied. Surveys may be conducted at the AAA level. Grantees may select any or all of the services to study.
- Only clients who have been enrolled in home care services for at least 3 months will be surveyed. For example, if you are starting data collection on March 1, 2003 then clients must have been enrolled in home care services prior to December 1, 2002.
- Grantees need to first generate a master client list of clients enrolled in home care services. This list should only include clients enrolled in home care services for a minimum of three months and who are 60 years of age or older. Each client should have only one record on the list. Each client record should include a unique client ID, the client's name, address and telephone number, and home care services the client is currently receiving. Other demographic information may also be collected if available.
- A summary of the master client list should be generated that specifies the number of clients who receive different combinations of home care services. For example, if an agency has a master client list with 1000 clients, the agency will report how many clients (number and percent) receive home delivered meals only; how many receive case management and home delivered meals only; how many only receive case management, home delivered meals, and home health aide only and so on. The total number of each combination of services should equal the number of clients on the master client list.
- This summary of the master client list should be e-mailed to Scott Miyake Geron at Boston University (sgeron@bu.edu) and to Jan Orlansky at Westat (janorlansky@westat.com) by February 1, 2003. Please include your agency's name and contact information in the letter.
- After receiving the master list summary, Scott will contact the agency with instructions on the number of clients to sample in each of the various combinations of home care services identified in their summary.
- The agency will randomly select the required number of clients from the master client list in each service combination. To do this you will need to group the clients by the various service combinations. Then randomly select the number of clients indicated from each group.
- The home care questionnaire will be administered to the random sample of home care clients during March and April 2002. Data collection is complete when everyone in the sample has been contacted or five attempts to contact the client have been made.
- Questionnaires should be administered by phone. For persons that are difficult to reach, at least five (5) attempts to contact the person should be made before excluding them from further calls.
- The clients will complete a HCSM subscale questionnaire for each service that they receive (e.g. clients receiving case management and home delivered meals will be administered the HCSM-CM13 and the HCSM-MS11 subscales). The amount of time to administer each

HOME CARE SURVEY DATA COLLECTION SUMMARY

questionnaire is approximately 3-5 minutes, with longer administration times for the first service.