

**AHRQ SOPS Nursing Home Survey with Workplace Safety Supplemental Item Set
Survey Data File Specifications**

**AHRQ Surveys on Patient Safety Culture™ (SOPS®)
Nursing Home Survey**

With Supplemental Item Set on Workplace Safety

Survey Data File Specifications

Survey Data File Specifications

These specifications are for preparing your respondent-level data from the AHRQ Surveys on Patient Safety Culture™ (SOPS®) Nursing Home Survey with the Workplace Safety Supplemental Item Set. The instructions below tell you how to prepare your Excel data file for submission to the Nursing Home Survey on Patient Safety Culture Database.

If you *do not* have data from the Workplace Safety Supplemental Item Set, please use the SOPS Nursing Home Survey Data File Specifications.

INSTRUCTIONS (Excel File Only):

Step 1: Include a header row with the variable name for each column.

Step 2: Submit individual survey response data using the response values indicated in this document (beginning on page 4).

Step 3: Check your data before submitting for the following things:

- **OUT-OF-RANGE VALUES**

You should clean your data before submitting to the database to ensure that there are no out-of-range values and that the data submitted are free from error. Make sure all response values match the response value for the question.

- **REVERSE CODED ITEMS**

Do not submit reverse coded data on the survey's negatively worded items—simply submit each individual's unmodified responses to the survey items.

For example, survey item A6, "Staff use shortcuts to get their work done faster" is negatively worded. Regardless, the data should be submitted so that 1 = Strongly Disagree and 5 = Strongly Agree, as originally indicated in the survey, as follows:

- 1 = Strongly Disagree
- 2 = Disagree
- 3 = Neither Agree nor Disagree
- 4 = Agree
- 5 = Strongly Agree
- 9 = Does Not Apply or Don't Know

- **JOB TITLES/WORK AREAS**

If your nursing home modified or added new job title (BQ1) or work area (BQ7) categories, you **MUST RECODE** your specific job title/work areas back to the survey's original job title/work area categories. If you added job titles or work areas that do not

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match any of the survey's original job titles or work areas, you must re-code your specific job titles/work areas as "OTHER" (BQ1 = "I" or BQ7 = "E"), before submitting your data.

- **OTHER, PLEASE SPECIFY TEXT**

Do not include Other-Please Specify data (questions BQ1 and BQ7, and Your Comments). While you may find it useful to review this text, it should not be submitted to the Database.

- **SPANISH VERSION OF THE SURVEY**

Please indicate which respondents (if any) completed a Spanish version of the safety culture survey, if you have this information available. You should do so by adding an 'S' (for Spanish) to the Individual Unique Record ID (UNIQUEID) e.g. 001S.

- **OTHER LANGUAGE VERSION OF THE SURVEY**

Please indicate which respondents (if any) completed the safety culture survey in a language that was not English or Spanish, if you have this information available. You should do so by adding an 'N' to the Individual Unique Record ID (UNIQUEID), e.g. 002N.

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Record Identifier	Variable Name	Column Position	Response Values
Site ID	SITEID	Column A	If you are submitting data for multiple nursing homes, then each site should have a unique Site ID. If you have data for only one nursing home, then its Site ID can be 1.
Individual Unique Record ID	UNIQUEID	Column B	Each individual record in the dataset should have a unique ID, e.g. 001, 002, 003. NOTE: If an individual completed a Spanish survey, add an 'S' at the end of the Record ID, e.g. 001S. If an individual completed a survey in a language other than English or Spanish, add an "N" at the end of the Record ID, e.g., 002N.

SECTION A: Working in This Nursing Home

Survey Question	Variable Name	Column Position	Response Values
1. Staff in this nursing home treat each other with respect	A1	Column C	1 = Strongly Disagree 2 = Disagree 3 = Neither Agree nor Disagree 4 = Agree 5 = Strongly Agree 9 = Does Not Apply or Don't Know blank = MISSING
2. Staff support one another in this nursing home	A2	Column D	1 = Strongly Disagree 2 = Disagree 3 = Neither Agree nor Disagree 4 = Agree 5 = Strongly Agree 9 = Does Not Apply or Don't Know blank = MISSING
3. We have enough staff to handle the workload	A3	Column E	1 = Strongly Disagree 2 = Disagree 3 = Neither Agree nor Disagree 4 = Agree 5 = Strongly Agree 9 = Does Not Apply or Don't Know blank = MISSING

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Survey Question	Variable Name	Column Position	Response Values
4. Staff follow standard procedures to care for residents	A4	Column F	1 = Strongly Disagree 2 = Disagree 3 = Neither Agree nor Disagree 4 = Agree 5 = Strongly Agree 9 = Does Not Apply or Don't Know blank = MISSING
5. Staff feel like they are part of a team	A5	Column G	1 = Strongly Disagree 2 = Disagree 3 = Neither Agree nor Disagree 4 = Agree 5 = Strongly Agree 9 = Does Not Apply or Don't Know blank = MISSING
6. Staff use shortcuts to get their work done faster	A6	Column H	1 = Strongly Disagree 2 = Disagree 3 = Neither Agree nor Disagree 4 = Agree 5 = Strongly Agree 9 = Does Not Apply or Don't Know blank = MISSING
7. Staff get the training they need in this nursing home	A7	Column I	1 = Strongly Disagree 2 = Disagree 3 = Neither Agree nor Disagree 4 = Agree 5 = Strongly Agree 9 = Does Not Apply or Don't Know blank = MISSING
8. Staff have to hurry because they have too much work to do	A8	Column J	1 = Strongly Disagree 2 = Disagree 3 = Neither Agree nor Disagree 4 = Agree 5 = Strongly Agree 9 = Does Not Apply or Don't Know blank = MISSING
9. When someone gets really busy in this nursing home, other staff help out	A9	Column K	1 = Strongly Disagree 2 = Disagree 3 = Neither Agree nor Disagree 4 = Agree 5 = Strongly Agree 9 = Does Not Apply or Don't Know blank = MISSING

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Survey Question	Variable Name	Column Position	Response Values
10. Staff are blamed when a resident is harmed	A10	Column L	1 = Strongly Disagree 2 = Disagree 3 = Neither Agree nor Disagree 4 = Agree 5 = Strongly Agree 9 = Does Not Apply or Don't Know blank = MISSING
11. Staff have enough training on how to handle difficult residents	A11	Column M	1 = Strongly Disagree 2 = Disagree 3 = Neither Agree nor Disagree 4 = Agree 5 = Strongly Agree 9 = Does Not Apply or Don't Know blank = MISSING
12. Staff are afraid to report their mistakes	A12	Column N	1 = Strongly Disagree 2 = Disagree 3 = Neither Agree nor Disagree 4 = Agree 5 = Strongly Agree 9 = Does Not Apply or Don't Know blank = MISSING
13. Staff understand the training they get in this nursing home	A13	Column O	1 = Strongly Disagree 2 = Disagree 3 = Neither Agree nor Disagree 4 = Agree 5 = Strongly Agree 9 = Does Not Apply or Don't Know blank = MISSING
14. To make work easier, staff often ignore procedures	A14	Column P	1 = Strongly Disagree 2 = Disagree 3 = Neither Agree nor Disagree 4 = Agree 5 = Strongly Agree 9 = Does Not Apply or Don't Know blank = MISSING
15. Staff are treated fairly when they make mistakes	A15	Column Q	1 = Strongly Disagree 2 = Disagree 3 = Neither Agree nor Disagree 4 = Agree 5 = Strongly Agree 9 = Does Not Apply or Don't Know blank = MISSING

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Survey Question	Variable Name	Column Position	Response Values
16. Residents' needs are met during shift changes	A16	Column R	1 = Strongly Disagree 2 = Disagree 3 = Neither Agree nor Disagree 4 = Agree 5 = Strongly Agree 9 = Does Not Apply or Don't Know blank = MISSING
17. It is hard to keep residents safe here because so many staff quit their jobs	A17	Column S	1 = Strongly Disagree 2 = Disagree 3 = Neither Agree nor Disagree 4 = Agree 5 = Strongly Agree 9 = Does Not Apply or Don't Know blank = MISSING
18. Staff feel safe reporting their mistakes	A18	Column T	1 = Strongly Disagree 2 = Disagree 3 = Neither Agree nor Disagree 4 = Agree 5 = Strongly Agree 9 = Does Not Apply or Don't Know blank = MISSING

SECTION B: Communications

Survey Question	Variable Name	Column Position	Response Values
1. Staff are told what they need to know before taking care of a resident for the first time	B1	Column U	1 = Never 2 = Rarely 3 = Sometimes 4 = Most of the time 5 = Always 9 = Does Not Apply or Don't Know blank = MISSING
2. Staff are told right away when there is a change in a resident's care plan	B2	Column V	1 = Never 2 = Rarely 3 = Sometimes 4 = Most of the time 5 = Always 9 = Does Not Apply or Don't Know blank = MISSING

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Survey Question	Variable Name	Column Position	Response Values
3. We have all the information we need when residents are transferred from the hospital	B3	Column W	1 = Never 2 = Rarely 3 = Sometimes 4 = Most of the time 5 = Always 9 = Does Not Apply or Don't Know blank = MISSING
4. When staff report something that could harm a resident, someone takes care of it	B4	Column X	1 = Never 2 = Rarely 3 = Sometimes 4 = Most of the time 5 = Always 9 = Does Not Apply or Don't Know blank = MISSING
5. In this nursing home, we talk about ways to keep incidents from happening again	B5	Column Y	1 = Never 2 = Rarely 3 = Sometimes 4 = Most of the time 5 = Always 9 = Does Not Apply or Don't Know blank = MISSING
6. Staff tell someone if they see something that might harm a resident	B6	Column Z	1 = Never 2 = Rarely 3 = Sometimes 4 = Most of the time 5 = Always 9 = Does Not Apply or Don't Know blank = MISSING
7. Staff ideas and suggestions are valued in this nursing home	B7	Column AA	1 = Never 2 = Rarely 3 = Sometimes 4 = Most of the time 5 = Always 9 = Does Not Apply or Don't Know blank = MISSING
8. In this nursing home, we discuss ways to keep residents safe from harm	B8	Column AB	1 = Never 2 = Rarely 3 = Sometimes 4 = Most of the time 5 = Always 9 = Does Not Apply or Don't Know blank = MISSING

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Survey Question	Variable Name	Column Position	Response Values
9. Staff opinions are ignored in this nursing home	B9	Column AC	1 = Never 2 = Rarely 3 = Sometimes 4 = Most of the time 5 = Always 9 = Does Not Apply or Don't Know blank = MISSING
10. Staff are given all the information they need to care for residents	B10	Column AD	1 = Never 2 = Rarely 3 = Sometimes 4 = Most of the time 5 = Always 9 = Does Not Apply or Don't Know blank = MISSING
11. It is easy for staff to speak up about problems in this nursing home	B11	Column AE	1 = Never 2 = Rarely 3 = Sometimes 4 = Most of the time 5 = Always 9 = Does Not Apply or Don't Know blank = MISSING

SECTION C: Your Supervisor

Survey Question	Variable Name	Column Position	Response Values
1. My supervisor listens to staff ideas and suggestions about resident safety	C1	Column AF	1 = Strongly Disagree 2 = Disagree 3 = Neither Agree nor Disagree 4 = Agree 5 = Strongly Agree 9 = Does Not Apply or Don't Know blank = MISSING
2. My supervisor says a good word to staff who follow the right procedures	C2	Column AG	1 = Strongly Disagree 2 = Disagree 3 = Neither Agree nor Disagree 4 = Agree 5 = Strongly Agree 9 = Does Not Apply or Don't Know blank = MISSING

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Survey Question	Variable Name	Column Position	Response Values
3. My supervisor pays attention to resident safety problems in this nursing home	C3	Column AH	1 = Strongly Disagree 2 = Disagree 3 = Neither Agree nor Disagree 4 = Agree 5 = Strongly Agree 9 = Does Not Apply or Don't Know blank = MISSING

SECTION D: Your Nursing Home

Survey Question	Variable Name	Column Position	Response Values
1. Residents are well cared for in this nursing home	D1	Column AI	1 = Strongly Disagree 2 = Disagree 3 = Neither Agree nor Disagree 4 = Agree 5 = Strongly Agree 9 = Does Not Apply or Don't Know blank = MISSING
2. Management asks staff how the nursing home can improve resident safety	D2	Column AJ	1 = Strongly Disagree 2 = Disagree 3 = Neither Agree nor Disagree 4 = Agree 5 = Strongly Agree 9 = Does Not Apply or Don't Know blank = MISSING
3. This nursing home lets the same mistakes happen again and again	D3	Column AK	1 = Strongly Disagree 2 = Disagree 3 = Neither Agree nor Disagree 4 = Agree 5 = Strongly Agree 9 = Does Not Apply or Don't Know blank = MISSING
4. It is easy to make changes to improve resident safety in this nursing home	D4	Column AL	1 = Strongly Disagree 2 = Disagree 3 = Neither Agree nor Disagree 4 = Agree 5 = Strongly Agree 9 = Does Not Apply or Don't Know blank = MISSING

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Survey Question	Variable Name	Column Position	Response Values
5. This nursing home is always doing things to improve resident safety	D5	Column AM	1 = Strongly Disagree 2 = Disagree 3 = Neither Agree nor Disagree 4 = Agree 5 = Strongly Agree 9 = Does Not Apply or Don't Know blank = MISSING
6. This nursing home does a good job keeping residents safe	D6	Column AN	1 = Strongly Disagree 2 = Disagree 3 = Neither Agree nor Disagree 4 = Agree 5 = Strongly Agree 9 = Does Not Apply or Don't Know blank = MISSING
7. Management listens to staff ideas and suggestions to improve resident safety	D7	Column AO	1 = Strongly Disagree 2 = Disagree 3 = Neither Agree nor Disagree 4 = Agree 5 = Strongly Agree 9 = Does Not Apply or Don't Know blank = MISSING
8. This nursing home is a safe place for residents	D8	Column AP	1 = Strongly Disagree 2 = Disagree 3 = Neither Agree nor Disagree 4 = Agree 5 = Strongly Agree 9 = Does Not Apply or Don't Know blank = MISSING
9. Management often walks around the nursing home to check on resident care	D9	Column AQ	1 = Strongly Disagree 2 = Disagree 3 = Neither Agree nor Disagree 4 = Agree 5 = Strongly Agree 9 = Does Not Apply or Don't Know blank = MISSING
10. When this nursing home makes changes to improve resident safety, it checks to see if the changes worked	D10	Column AR	1 = Strongly Disagree 2 = Disagree 3 = Neither Agree nor Disagree 4 = Agree 5 = Strongly Agree 9 = Does Not Apply or Don't Know blank = MISSING

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SECTION E: Overall Rating

Survey Question	Variable Name	Column Position	Response Values
1. I would tell friends that this is a safe nursing home for their family	E1	Column AS	A = Yes B = Maybe C = No blank = MISSING
2. Please give this nursing home an overall rating on resident safety	E2	Column AT	1 = Poor 2 = Fair 3 = Good 4 = Very good 5 = Excellent blank = MISSING

Workplace Safety Supplemental Item Set: Protection from Workplace Hazards

Survey Question	Variable Name	Column Position	Response Values
1. There are good procedures to protect staff from contagious diseases, body fluids, or hazardous materials	WPA1	Column AU	1 = Strongly Disagree 2 = Disagree 3 = Neither Agree nor Disagree 4 = Agree 5 = Strongly Agree 9 = Does Not Apply or Don't Know blank = MISSING
2. Staff are provided with the appropriate personal protective equipment (PPE)	WPA2	Column AV	1 = Strongly Disagree 2 = Disagree 3 = Neither Agree nor Disagree 4 = Agree 5 = Strongly Agree 9 = Does Not Apply or Don't Know blank = MISSING
3. Staff use PPE appropriately	WPA3	Column AW	1 = Strongly Disagree 2 = Disagree 3 = Neither Agree nor Disagree 4 = Agree 5 = Strongly Agree 9 = Does Not Apply or Don't Know blank = MISSING

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Survey Question	Variable Name	Column Position	Response Values
4. Staff clean their hands before and after helping residents with personal care	WPA4	Column AX	1 = Strongly Disagree 2 = Disagree 3 = Neither Agree nor Disagree 4 = Agree 5 = Strongly Agree 9 = Does Not Apply or Don't Know blank = MISSING

Workplace Safety Supplemental Item Set: Moving, Transferring, or Lifting Residents

Survey Question	Variable Name	Column Position	Response Values
1. Equipment or assistive devices are available when needed to help move, transfer, or lift residents	WPB1	Column AY	1 = Never 2 = Rarely 3 = Sometimes 4 = Most of the time 5 = Always 9 = Does Not Apply or Don't Know blank = MISSING
2. Equipment and assistive devices are in good working condition when needed to help move, transfer, or lift residents	WPB2	Column AZ	1 = Never 2 = Rarely 3 = Sometimes 4 = Most of the time 5 = Always 9 = Does Not Apply or Don't Know blank = MISSING
3. Staff use equipment or assistive devices when needed to help move, transfer, or lift residents	WPB3	Column BA	1 = Never 2 = Rarely 3 = Sometimes 4 = Most of the time 5 = Always 9 = Does Not Apply or Don't Know blank = MISSING

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Workplace Safety Supplemental Item Set: Addressing Inappropriate Resident Behavior Toward Staff

Survey Question	Variable Name	Column Position	Response Values
1. Staff are trained to identify triggers or situations that could lead to inappropriate resident behavior toward staff	WPC1	Column BB	1 = Strongly Disagree 2 = Disagree 3 = Neither Agree nor Disagree 4 = Agree 5 = Strongly Agree 9 = Does Not Apply or Don't Know blank = MISSING
2. Staff are trained on how to de-escalate or calm down situations when residents are agitated or upset	WPC2	Column BC	1 = Strongly Disagree 2 = Disagree 3 = Neither Agree nor Disagree 4 = Agree 5 = Strongly Agree 9 = Does Not Apply or Don't Know blank = MISSING
3. There are good procedures to keep staff safe from inappropriate resident behavior	WPC3	Column BD	1 = Strongly Disagree 2 = Disagree 3 = Neither Agree nor Disagree 4 = Agree 5 = Strongly Agree 9 = Does Not Apply or Don't Know blank = MISSING

Workplace Safety Supplemental Item Set: Interactions Among Staff

Survey Question	Variable Name	Column Position	Response Values
1. Staff are rude to other staff in this nursing home	WPD1	Column BE	1 = Never 2 = Rarely 3 = Sometimes 4 = Most of the time 5 = Always 9 = Does Not Apply or Don't Know blank = MISSING

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Survey Question	Variable Name	Column Position	Response Values
2. Staff bully other staff in this nursing home	WPD2	Column BF	1 = Never 2 = Rarely 3 = Sometimes 4 = Most of the time 5 = Always 9 = Does Not Apply or Don't Know blank = MISSING

Workplace Safety Supplemental Item Set: Supervisor Support for Workplace Safety

Survey Question	Variable Name	Column Position	Response Values
1. My supervisor encourages staff to report their concerns about workplace safety	WPE1	Column BG	1 = Strongly Disagree 2 = Disagree 3 = Neither Agree nor Disagree 4 = Agree 5 = Strongly Agree 9 = Does Not Apply or Don't Know blank = MISSING
2. My supervisor listens to staff ideas and suggestions about workplace safety	WPE2	Column BH	1 = Strongly Disagree 2 = Disagree 3 = Neither Agree nor Disagree 4 = Agree 5 = Strongly Agree 9 = Does Not Apply or Don't Know blank = MISSING
3. My supervisor can be trusted to do the right thing to keep staff safe	WPE3	Column BI	1 = Strongly Disagree 2 = Disagree 3 = Neither Agree nor Disagree 4 = Agree 5 = Strongly Agree 9 = Does Not Apply or Don't Know blank = MISSING

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Workplace Safety Supplemental Item Set: Management Support for Workplace Safety

Survey Question	Variable Name	Column Position	Response Values
1. The actions of management show that the safety of staff is a top priority	WPF1	Column BJ	1 = Strongly Disagree 2 = Disagree 3 = Neither Agree nor Disagree 4 = Agree 5 = Strongly Agree 9 = Does Not Apply or Don't Know blank = MISSING
2. Management provides adequate resources to ensure the safety of staff	WPF2	Column BK	1 = Strongly Disagree 2 = Disagree 3 = Neither Agree nor Disagree 4 = Agree 5 = Strongly Agree 9 = Does Not Apply or Don't Know blank = MISSING
3. Management takes action when staff report concerns about workplace safety	WPF3	Column BL	1 = Strongly Disagree 2 = Disagree 3 = Neither Agree nor Disagree 4 = Agree 5 = Strongly Agree 9 = Does Not Apply or Don't Know blank = MISSING

Workplace Safety Supplemental Item Set: Workplace Safety Reporting

Survey Question	Variable Name	Column Position	Response Values
1. Staff can report their concerns about workplace safety without fear of negative consequences	WPG1	Column BM	1 = Strongly Disagree 2 = Disagree 3 = Neither Agree nor Disagree 4 = Agree 5 = Strongly Agree 9 = Does Not Apply or Don't Know blank = MISSING

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Workplace Safety Supplemental Item Set: Work Stress/Burnout

Survey Question	Variable Name	Column Position	Response Values
1. Using your own definition of “burnout,” please select one of the answers below	WPH1	Column BN	1 = I have no symptoms of burnout. 2 = I am under stress, and don’t always have as much energy as I did, but I don’t feel burned out. 3 = I am beginning to burn out and have one or more symptoms of burnout, e.g., emotional exhaustion. 4 = The symptoms of burnout that I am experiencing won’t go away. I think about work frustrations a lot. 5 = I feel completely burned out. I am at the point where I may need to seek help. blank = MISSING

Workplace Safety Supplemental Item Set: Overall Rating on Workplace Safety for Staff

Survey Question	Variable Name	Column Position	Response Values
1. How would you rate your nursing home on workplace safety for staff?	WPI1	Column BO	1 = Poor 2 = Fair 3 = Good 4 = Very good 5 = Excellent blank = MISSING

Workplace Safety Supplemental Item Set: Background Questions

Survey Question	Variable Name	Column Position	Response Values
1. Overall, how satisfied are you with your job?	WPBQ1	Column BP	1 = Very Dissatisfied 2 = Dissatisfied 3 = Neither Satisfied nor Dissatisfied 4 = Satisfied 5 = Very Satisfied blank = MISSING

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Survey Question	Variable Name	Column Position	Response Values
2. Are you considering leaving your nursing home within the next year, and if so, why?	WPBQ2	Column BQ	1 = No 2 = Yes, to retire 3 = Yes, to take another job in another nursing home 4 = Yes, to take another job within healthcare 5 = Yes, to take another job outside of healthcare 6 = Yes, other blank = MISSING

Background Questions

Survey Question	Variable Name	Column Position	Response Values
1. What is your job in this nursing home?	BQ1	Column BR	A = Administrator/Manager B = Physician (MD, DO) C = Other Provider D = Licensed Nurse E = Nursing Assistant/Aide F = Direct Care Staff G = Administrative Support Staff H = Support Staff I = Other (Please write the title of your job) blank = MISSING

TEXT FOR OTHER, PLEASE SPECIFY [BQ1, item I]* - **DO NOT SUBMIT TO DATABASE**

2. How long have you worked in this nursing home?	BQ2	Column BS	A = Less than 2 months B = 2 to 11 months C = 1 to 2 years D = 3 to 5 years E = 6 to 10 years F = 11 years or more blank = MISSING
3. How many hours per week do you usually work in this nursing home?	BQ3	Column BT	A = 15 or fewer hours per week B = 16 to 24 hours per week C = 25 to 40 hours per week D = More than 40 hours per week blank = MISSING
4. When do you work most often?	BQ4	Column BU	A = Days B = Evenings C = Nights blank = MISSING

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Survey Question	Variable Name	Column Position	Response Values
5. Are you paid by a staffing agency when you work for this nursing home?	BQ5	Column BV	A = Yes B = No blank = MISSING
6. In your job in this nursing home, do you work directly with residents most of the time?	BQ6	Column BW	A = YES, I work directly with residents most of the time B = NO, I do NOT work directly with residents most of the time blank = MISSING
7. In this nursing home, where do you spend most of your time working?	BQ7	Column BX	A = Many different areas or units in this nursing home / No specific area or unit B = Alzheimer's / Dementia unit C = Rehab unit D = Skilled nursing unit E = Other area or unit (Please specify) blank = MISSING
TEXT FOR OTHER, PLEASE SPECIFY [BQ7, item E]* - DO NOT SUBMIT TO DATABASE			

Your Comments

Please feel free to write any comments about resident care and safety in this nursing home*
- **DO NOT SUBMIT ANY COMMENTS TO DATABASE**

*DO NOT SUBMIT OTHER SPECIFY TEXT OR TEXT ON COMMENTS TO THE DATABASE (ITEMS IN SHADED ROWS)