



Resident Survey Tracking Completion Guideline

1. General Instructions

The survey tracking sheet should be completed when administering the LTC resident survey. It is a tool to list the residents who will be interviewed, to ensure the outcome of resident interviews is documented and where necessary follow up interviews are conducted. The outcome must be indicated for each resident approached for an interview.

You will be requested to collate the information on the tracking sheet to an electronic survey. The link to the electronic survey will be sent after the survey process is completed.

2. Specific Instructions:

2.1. Page Number: Provided at the top left corner of the form.

2.2. Name of Personal Care Home—Indicate the name of the personal care home where the resident interviews are occurring

2.3. Resident Survey ID # - to facilitate follow up interviews, as applicable, each resident must have a unique survey ID number assigned. Do not use the resident's full name, PHIN or MHSC #. An example of a survey ID# is 100, 101, 102, 103 etc.... This survey ID# can be written on the hard copy survey for those residents who were not able to complete the survey in full and when the interviewer will make another attempt to complete the survey at a later time.

2.4. Room #/Bed #— Indicate resident's room # and bed# (as applicable)

2.5. Resident Initials—Indicate the resident's initials. In situations where the interviewer is not familiar with the residents, caution should be used in writing the resident's full name.

2.6. Dates Approached- Indicate all the date(s) the resident was approached for the interview. This includes repeat attempts to interview the resident.

2.7 D- Decline to participate, C- Completed, PC- Partially Completed- Indicate the final outcome of the interview process:

- If the resident declined to participate indicate "D"
- If the survey was completed in full (all statements received a response) indicate "C"
- If the survey is only partially completed at the end of the interview process indicate "D"

2.8 Survey entered electronically: place a check mark when the survey responses have been entered electronically.

2.9 Comments: include reason for partial completion or decline): include the primary reason the survey was only partially completed, or the primary reason the resident declined to participate in the survey. Include any other pertinent details about the interview.

Retain the original tracking tool until your site results are received