

UAS-NY Compute Readiness Survey Instructions

Attachment 1

The attached survey will enable the Department of Health (DOH) to plan and organize an efficient state-wide implementation of the UAS-NY. It will also enable the DOH to identify beta and pilot participants, which will also contribute to the DOH's state-wide implementation planning efforts.

The purpose of the survey is two-fold:

The survey assesses computer readiness in your office, among your general office staff, and among your staff who conduct Medicaid long term care assessments for home and community based services. This information will enable the DOH to gauge the level of effort that will be required for implementation to be successful.

The survey also provides an opportunity for you to tell us which providers conduct assessments in your district. This information is important for the DOH to plan for an organized and efficient state-wide implementation as each of these providers will need to be contacted to determine their computer readiness.

The survey is an MS Excel spreadsheet. Save the attached survey to your desktop before completing the survey. To do this, follow your standard process of saving attachments: **Save the File Name as:** *<your_local_district_name>_UAS_NYSurvey* (example: NYSDOH_UAS_NYSurvey). After completing the survey, save your document, then attach it to an e-mail message and send to the e-mail address listed below.

To complete the survey, you are able to maneuver to each data entry field using your mouse or the tab key. The spreadsheet is set up so that you can only enter information into fields that require data entry; all other fields are locked to prevent mistakes.

“Office Staff” is defined as any staff members who conduct business processes related to Medicaid long term care assessments, *but who do not themselves conduct assessments*. This includes but is not limited to persons responsible for review, entry or reporting of assessment data.

“Assessment Staff” is defined as a person who conducts Medicaid long term care assessments (i.e. Nursing and/or Social Assessments).

The first four questions use drop down lists for responses. When you click on the response field, an arrow will appear on the right side of the cell. Click the left mouse bottom on the arrow and the drop down selection menu will appear. You can then select your answer.

Questions 5 and 6 require that you estimate the computer capabilities of your staff. You will provide estimations in the first two boxes and the third box will automatically calculate the difference. The total percentage for the three categories will always equal 100%.

Question 7 asks for information regarding providers who do assessments in your county. The DOH needs this information to support an organized state-wide implementation of the final UAS-NY, and your assistance and cooperation is greatly appreciated. The chart is set up so that you can key enter all cells.

Please complete the survey by June 3, 2011.

When you have completed the survey, please send it to UASNY@health.state.ny.us.