

Administrators of Nursing and Personal Care Homes: Work Experience

United States – June - August 1969

Statistics on the number of nursing and personal care home administrators by length of employment as an administrator, hours worked, and services performed. Based on data collected during June-August 1969.

DHEW Publication No. (HSM) 73-1705

**U.S. DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
Public Health Service**

**Health Services and Mental Health Administration
National Center for Health Statistics
Rockville, Md. March 1973**



Vital and Health Statistics-Series 12-No. 20

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DHEW Publication No. (HSM) 73-1705

Library of Congress Catalog Card Number 72-600216

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SYMBOLS

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NOTE: Numbers and percents in tables may not
add to totals due to rounding.

ADMINISTRATORS OF NURSING AND PERSONAL CARE HOMES: WORK EXPERIENCE

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INTRODUCTION

During June-August 1969 the Division of Health Resources Statistics conducted Resident Places Survey-3 (RPS-3) in order to update the statistics from the 1964 Resident Places Survey-2 (RPS-2)¹⁻⁹ and to show changes which have occurred in the 5-year period since 1964 and since the beginning of Medicare. Resident Places Survey-3 was a sample survey of nursing and personal care homes in the conterminous United States. In this survey data were collected about the sample establishment itself, the health of a sample of the patients or residents, the administrator of the establishment, and a sample of the employees. (For further discussion of RPS-3, see appendix I).

This report, one in a series based on the findings of RPS-3, describes the work experience of nursing and personal care home administrators based on information obtained by questionnaire from the person who was designated as "administrator" by the owner or operator of an establishment. The survey was designed so that *one and only one* administrator was designated for each establishment. Assistant administrators were requested to complete a different questionnaire and are not included in this report.

Since the estimates for RPS-3 are based on a sample of administrators in nursing and personal care homes rather than all such administrators, they are subject to sampling variability. Tables of approximate sampling errors and illustrations of their use are given in appendix I. Definitions of certain terms used in this report may be

found in appendix II. A review of these and of the questionnaires and related materials shown in appendix III should be helpful in understanding the data.

To provide a general picture of the work experience and activity of administrators, this report describes administrators of nursing and personal care homes in terms of length of employment in nursing and personal care homes, homes for the aged, and similar facilities; hours worked in the facility the week prior to the survey; and services performed in the facility. The data presented herein are arrayed by personal characteristics of administrators and the inter-relationship between these personal characteristics and characteristics of the nursing or personal care homes in which administrators were employed is analyzed. More detailed information about administrators is given in tables 1-17, which follow the text of this report.

Problem

The 1967 amendments to Title XIX (Medicaid) of the Social Security Act required all States and other jurisdictions participating in Medicaid to establish programs to license by waiver or fully license all nursing home administrators by July 1, 1970.

Federal guidelines proposed, among other things, that by July 1, 1970, each applicant for full licensure must (a) possess a high school diploma or the equivalent and (b) submit evidence of participation in an approved course of study in nursing home administration. The Federal

guidelines further proposed as follows: applicants for licensure on or after January 1, 1975, must have successfully completed 2 years of college level study in an accredited institution, on or after January 1, 1980, must hold a bachelor's degree, and on or after January 1, 1985, must hold a master's degree.¹⁰ In future years applicants could submit evidence of 4 years of practical experience in nursing home administration or in a related health administration area for each year of required post-high school education.

A major part of this report deals with length of experience as an administrator. The data presented will help to identify the characteristics and locations of administrators who would be most likely to substitute experience for education.

Table A summarizes the education and experience of the estimated 18,390 administrators. Slightly less than 80 percent had completed at least 12th grade. Only 35 percent had taken a course in nursing home administration. About 71 percent had 4 years or more experience as an administrator of a nursing or personal care home, hospital, or similar facility. A previous report on nursing and personal care home administrators based on data collected in Resident Places Survey-3 presented an indepth analysis of the administrators' education and training. An important survey finding cited was that at the time of the survey only 31 percent had both attained at least 12th grade and taken a course in nursing home administration, proposed licensure requirements which would affect applicants on or after July 1, 1970.¹¹

Highlights of This Report

The median years of total employment as an administrator for the estimated 18,390 nursing and personal care home administrators in the conterminous United States, June-August 1969, were 8.0 years. About 71 percent of administrators had worked 4 years or more as an administrator in a nursing or personal care home, home for the aged, hospital, or similar facility. The median years of experience as an administrator in the current nursing or personal care home were 5.3 years. About 59 percent had worked in the current nursing or personal care home 4 years or more.

Table A. Number and percent distribution of nursing and personal care home administrators by education and experience: United States, June-August 1969

[Excludes Alaska and Hawaii]

Education and experience	Administrators	
	Number	Percent
Total-----	18,390	100.0
Highest grade completed		
Less than 12th grade---	3,840	20.9
12th grade or above----	14,550	79.1
Course in nursing home administration		
Took a course-----	6,440	35.0
Did not take a course--	11,950	65.0
Length of total employment as an administrator		
Less than 4 years-----	5,400	29.4
4 years or more-----	12,990	70.6

About 35 percent of the administrators had been previously employed as an administrator (table B). The median years of previous employment were 7.1 years.

Administrators generally worked long hours, the mean hours worked being 57 during the week prior to the survey. Only 11 percent worked less than 40 hours; 31 percent, 40-49 hours; and the remainder, 50 hours or more.

About 98 percent of the administrators spent some time the week prior to the survey performing professional services in the facilities; whereas only 60 percent spent time performing subprofessional services. Administrators were involved most frequently in administration, clerical work, kitchen or dietary work, housekeeping, and nursing care. The greatest proportion (59 percent) of their time was spent in administration of the facility.

Table B. Number and percent distribution of nursing and personal care home administrators by length of employment as an administrator: United States, June-August 1969

[Excludes Alaska and Hawaii]

Length of employment as an administrator	Administrators	
	Number	Percent
All lengths of employment-----	18,390	100.0
Total employment ¹		
Less than 1 year-----	1,580	8.6
1-3 years-----	3,820	20.8
4-9 years-----	5,630	30.6
10-19 years-----	4,900	26.7
20 years or more-----	2,460	13.3
Current employment ²		
Less than 1 year-----	2,330	12.7
1-3 years-----	5,240	28.5
4-9 years-----	6,070	33.0
10 years or more-----	4,750	25.8
Other employment ³		
0 years-----	12,010	65.3
0+ - 1 year-----	290	1.6
1-3 years-----	1,770	9.6
4-9 years-----	2,210	12.0
10 years or more-----	2,110	11.5

¹Includes only experience as an administrator in hospitals, nursing homes, homes for the aged, and similar facilities.

²Includes experience in the current nursing or personal care homes.

³Includes experience in other nursing or personal care homes, homes for the aged, hospitals, and similar facilities.

Establishment Information

To place the statistics on administrators in perspective, table C presents the number and percent distribution of nursing and personal care homes, beds, and residents by type of home. There were an estimated 18,390 nursing and personal care homes in the United States, June-

August 1969, which provided nursing or personal care to 815,130 aged or chronically ill residents or patients. About 63 percent of the facilities were nursing care homes, the highest level of nursing service. Nursing care homes maintained 78 percent of the beds and provided care to 78 percent of the residents. In contrast, personal care homes, the lowest level of nursing service, comprised 17 percent of the facilities, maintained about 5 percent of the beds, and provided care to about 5 percent of the residents. In between these extremes were personal care with nursing homes, the intermediate level of nursing service, which comprised 21 percent of the facilities, maintained 17 percent of the beds, and provided care to 17 percent of the residents. The overall occupancy was about 91 percent. (See appendix II for explanation of the classification of homes.)

Information on Medicare participation was obtained in RPS-3. An estimated 26 percent of the facilities at the time of survey reported they were certified by Medicare, whereas 74 percent reported they were not certified.

LENGTH OF EMPLOYMENT AS AN ADMINISTRATOR

Total Employment

Data on length of total work experience refer only to experience of the respondent as an administrator in nursing homes, homes for the aged, hospitals, and similar facilities. On this basis the median total experience for all nursing and personal care home administrators was 8.0 years. About 9 percent had worked less than 1 year as an administrator, while 71 percent had worked 4 years or more.

The median years of total work experience ranged from 2.7 years for administrators under 35 years of age to 13.9 years for those 65 years and over. These median values and others presented in table D for total experience by age group indicate that considerable proportions of administrators may have been engaged in other related or unrelated careers prior to becoming administrators. Additional information is provided in table 1 which supports the hypothesis that increased experience accompanied increased

Table C. Number and percent distribution of nursing and personal care homes, beds, and residents by type of home: United States, June-August 1969

[Excludes Alaska and Hawaii]

Type of home	Homes	Beds	Residents
Total-----	18,390	897,180	815,130
	Number		
	Percent distribution		
All types of homes-----	100	100	100
Nursing care-----	63	78	78
Personal care with nursing-----	21	17	17
Personal care-----	17	5	5

Table D. Number and percent of nursing and personal care home administrators and median years of employment by age of administrator: United States, June-August 1969

[Excludes Alaska and Hawaii]

Age of administrator	Administrators		Median years of employment		
	Number	Percent	Total employment	Current employment	Other home employment
All ages-----	18,390	100.0	8.0	5.3	7.1
21-44 years-----	4,680	25.4	5.6	2.9	4.4
21-34 years-----	1,550	8.4	2.7	2.0	3.3
35-44 years-----	3,130	17.0	5.6	3.5	5.3
45 years and over-----	13,710	74.6	9.5	6.9	7.8
45-54 years-----	5,500	29.9	7.8	5.4	7.8
55-64 years-----	6,110	33.2	11.1	7.2	8.0
65 years and over-----	2,100	11.4	13.9	10.4	7.8

Table E. Number and percent of nursing and personal care home administrators and median years of employment by type of home: United States, June-August 1969

[Excluded Alaska and Hawaii]

Type of home	Administrators		Median years of employment		
	Number	Percent	Total employment	Current employment	Other home employment
All types of homes-----	18,390	100.0	8.0	5.3	7.1
Nursing care-----	11,580	62.9	7.5	4.6	6.9
Personal care with nursing-----	3,770	20.5	9.8	6.9	8.6
Personal care-----	3,040	16.6	8.0	6.9	5.7

age; about 70 percent of administrators under 35 years of age had less than 4 years' experience, whereas at the other extreme about 67 percent of administrators 65 years of age or over had 10 years' experience or more. Another fact to be noted is that the median ages for administrators with experience of less than 1 year and of 20 years or more were respectively, 46.1 and 58.7. The median age for all administrators was 53.2 years.

There was little variation in median length of total experience by type of home (table E). However, as might be expected, the median length of employment for self-employed administrators was longer than that for the employed (table F) with this tendency prevailing regardless of the type of service provided by the home (table 2). In fact, about 18 percent of the self-employed had less than 4 years' experience as compared to 42 percent of the employed. At the other extreme, 53 percent of the self-employed compared to 28 percent of the employed had 10 years' experience or more as administrators (table 3). Those administrators who considered themselves "both," that is self-employed yet employees of the facility, generally had the second longest length of total experience. Although ownership and

employment status are closely related, a significant relationship did not exist between type of ownership and length of employment (table 4) as it did between employment status and length of employment. For all ages the self-employed were more experienced than the employed (table 5). However, by size of home there existed the tendency for self-employed administrators to be more experienced than the employed, but the disparity in median length of experience between the employed and self-employed tended to be more pronounced in homes with 30-99 beds (table 7). Furthermore, homes with less than 30 beds, many of which were owner operated, had a greater proportion (49 percent) of administrators with 10 years' experience or more (table 6).

Figure 1 presents the percent distribution of administrators by length of total experience and geographic region. This figure shows that administrators of the South and West generally had less total experience than administrators of the Northeast or North Central Regions. Specifically, about 75 percent of the administrators in the Northeast and 76 percent of administrators in the North Central Region had 4 years or more of experience compared to about 64 percent in the South and 65 percent in the West.

Table F. Number and percent of nursing and personal care home administrators and median years of employment by employment status: United States, June-August 1969

[Excludes Alaska and Hawaii]

Employment status	Administrators		Median years of employment		
	Number	Percent	Total employment	Current employment	Other home employment
All employment statuses-----	18,390	100.0	8.0	5.3	7.1
Self-employed-----	8,090	44.0	10.8	8.1	7.5
Employed-----	8,640	47.0	5.6	3.5	6.2
Both-----	1,660	9.0	8.3	5.4	7.6

Current Employment

One indication of the problem of turnover is the length of current employment. Length of current employment in this analysis is the interval between the date the administrator began working in the home as an administrator and the date of the survey in that home. About 13 percent of the administrators had been in their current job less than 1 year, 29 percent for 1 to 3 years, while over half (59 percent) had worked in their present position 4 years or more. The median length of current employment was 5.3 years. Survey results from RPS-2 showed that a high rate of turnover occurred among employees of nursing and personal care homes, with lower turnover rates for professional personnel, which included administrators. This was attributed to the large proportion of administrators who were owners as well as administrators of the homes.² Likewise, RPS-3 data show 44 percent of administrators to be self-employed and 47 percent

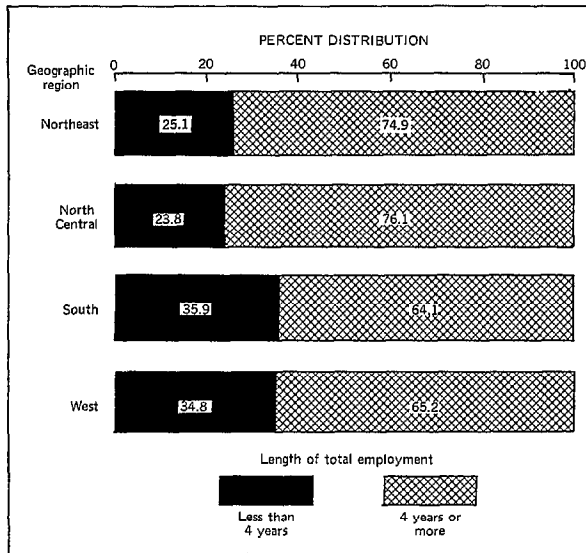


Figure 1. Percent distribution of nursing and personal care home administrators by length of total employment, according to geographic region

employed (table F), with 74 percent of the self-employed as compared to 44 percent of the employed having been in their current position 4 years or more (table 3). The median years of current employment as an administrator for employed and self-employed were 3.5 and 8.1 years, respectively (table F).

Table D indicates the mature age at which many administrators began working in their current job. The median years of experience for administrators under 45 years of age were 2.9 and for those 45 years and over 6.9. Furthermore, the median age for administrators with less than 1 year of experience in their current job was 46.8 (table 1).

Self-employed administrators of nursing and personal care homes with nursing had generally been in their current job longer than their employed counterparts; however, this was not the situation for the self-employed and their employed counterparts in personal care homes (without nursing)—namely, the median lengths of current employment were approximately the same (table 2). Age did not alter the trend between employment status and length of current employment, which was longer for the self-employed at all ages (table 5). Since self-employed administrators worked predominantly in small homes, it was not surprising that about 73 percent of administrators in homes with less than 30 beds had 4 years or more current experience compared to about 49 percent and 43 percent, respectively, in homes with 30-99 beds and 100 beds or more (table 6).

The tendency, as discussed above, for administrators in the South and West Regions to be less experienced prevailed as regards length of current employment. Figure 2 shows 55, 53, 62, and 64 percent of administrators, respectively, in the West, South, North Central, and Northeast had 4 years or more experience in their current job.

Other Employment

Other employment refers to previous experience of the respondent as an administrator of other nursing or personal care homes, homes for the aged, hospitals, and similar facilities. Survey results show that about 65 percent of adminis-

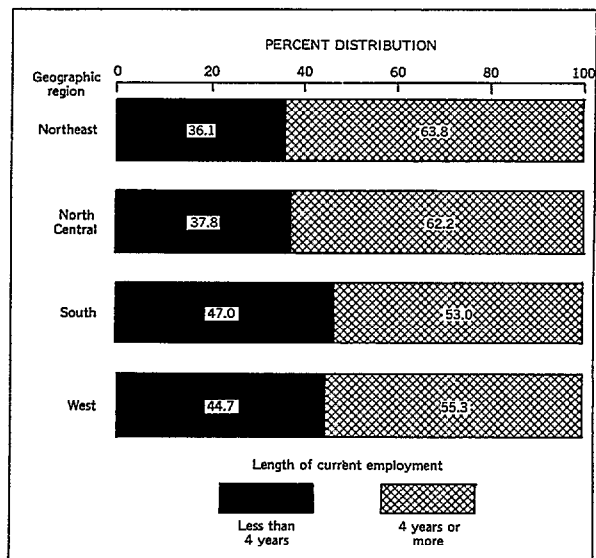


Figure 2. Percent distribution of nursing and personal care home administrators by length of current employment, according to geographic region

trators had no employment as an administrator prior to their current job. In fact, about 71 percent of administrators had no prior experience as an administrator of other nursing or personal care homes and 90 percent had no prior experience as an administrator of a hospital. This further supports the hypothesis that many administrators, in all probability, had been engaged in other careers before entering administration.

Many of the relationships which held in the analysis of total and current employment generally hold in the analysis of other employment. One exception is the relationship between age and length of employment, in which case administrators in all the designated age groups 45 years and over tended to have been employed in other facilities about the same length of time (table D). So in the case of other employment increased age is not necessarily accompanied by increased experience. Another exception appeared in the relationship between employment status, size of home, and length of employment. It has previously been pointed out that administrators employed in large homes tended to have been in their current positions a shorter period than their counterparts employed in small homes. The reverse is true for other employment—the

employed administrators in large homes tended to have more previous experience than those employed in smaller facilities (table 7). Detailed tables 1, 3, 4, 6, and 8 present the number and percent distribution of administrators by length of employment in other homes and by length of employment in hospitals according to selected characteristics. Administrators, if they had previous experience in a home or in a hospital, tended to have 4 years or more of this experience. In other words, the modal experience class for other homes employment or hospital employment, excluding administrators who had not been previously employed in either type of facility, was 4 years or more. This tendency generally existed by age or employment status of the administrator and by characteristics of the current facility in which he worked. This tendency was not as pronounced, however, for employed administrators, administrators under 45 years of age, and administrators in homes maintaining less than 30 beds as it was for administrators with other characteristics.

HOURS WORKED (LAST WEEK)

As used in this report, hours worked last week mean the number of hours an administrator worked in the facility during the week prior to the survey. The hours worked tended to be high since many administrators indicated that they were "on-call" or "on-duty" much of the time and in some instances the data indicate they may have reported "on-call" time as working time. Therefore the data will not provide precise estimates of hours worked. Despite this, the data do give a rough estimate of the workweek and for this reason they are presented. The workweek was of fewer than 40 hours for about one-tenth of the administrators, yet 90 hours or more for almost the same proportion of administrators. About 58 percent of administrators worked less than 60 hours, while the remainder worked 60 hours or more. Probably, a 6- or 7-day week was common. The mean hours worked for all administrators were 57 hours.

Survey data can be analyzed in terms of mean hours worked by services performed. The mean hours spent in administration were 35 hours, in

nursing care 16 hours, in kitchen or dietary work 15 hours, and in housekeeping services 12 hours (table G). More discussion about services performed will follow this section.

As might be expected, self-employed administrators generally had a longer workweek than the employed. However, employed administrators tended to work as long a week as their self-employed counterparts in homes of similar bed size. Furthermore, employed administrators in homes with less than 30 beds worked a longer week than those employed in homes with 30-99 beds. The same is true for the self-employed—29 percent in homes with less than 30 beds worked less than 50 hours compared to 43 percent in homes with 30-99 beds (table 9). Apparently, length of workweek depended as much on size of home as on the employment status of the administrator, a strong relationship existing between these two factors. (Data on hours worked by administrators who considered themselves both self-employed and employees of the facility are not sufficient to draw any reliable conclusions.) Moreover, administrators of personal care homes (91 percent of which had less than 30 beds) generally worked more hours per week than administrators working in either of the other two types of homes (table 10). About 27 percent of self-employed administrators worked in personal care homes but only 9 percent of employed administrators. It follows therefore that a relationship similar to that between employment status and size of home would exist between employment status and type of service provided by the home (table 11). Furthermore, administrators employed in government-operated nursing and personal care homes tended to work more hours per week than other administrators (table 12). A possible explanation for this could stem from the fact that 51 percent of government homes had under 30 beds; as alluded to above, administrators of small homes tended to work more hours per week. As the next section reveals, administrators in the small homes frequently were more involved than other administrators in performing duties other than those dealing with administration. Size of home, nevertheless, emerged as an important factor in length of administrators' workweek.

Table G. Number and percent of nursing and personal care home administrators, percent of time spent performing specific services, and mean hours, by service performed: United States, June-August 1969

[Excludes Alaska and Hawaii]

Service performed by administrator	Administrators		Percent of time	Mean hours
	Number	Percent		
All services ¹ -----	18,390	100.0	100.0	.57
Professional services ¹ -----	18,010	97.9	71.5	42
Administration-----	17,630	95.9	58.8	35
Nursing care-----	5,080	27.6	7.5	16
Medical and dental care-----	980	5.3	0.4	5
Physical therapy-----	1,110	6.0	0.4	4
Occupational therapy-----	1,250	6.8	0.6	5
Recreational therapy-----	2,810	15.3	1.5	6
Speech and hearing therapy-----	590	3.2	0.3	5
Social work-----	3,460	18.8	2.0	6
Subprofessional services ¹ -----	10,970	59.6	25.3	24
Clerical work-----	7,590	41.3	6.4	9
Kitchen or dietary work-----	9,010	49.0	12.5	15
Housekeeping services-----	5,690	30.9	6.3	12
Other services-----	3,210	17.5	3.2	11

¹Service categories do not add to total since categories are not mutually exclusive.

SERVICES PERFORMED

Administrators surveyed were asked how many hours they spent the week prior to the survey performing certain services in the facility. These services included administration, nursing care, medical and dental care, physical therapy, occupational therapy, recreational therapy, speech and hearing therapy, social work, clerical work, kitchen or dietary work, housekeeping services, and other services not speci-

fied. In the text and tables of this report, the first 11 services have been collapsed into two categories—professional and subprofessional services. The "other services" category became a catchall for such services as laundry, yard and maintenance work, meetings, and conferences. Obviously administrators could be included in one or more of the major categories and could have performed one or more of services. The services as listed on the questionnaire lent themselves to a wide range of interpretation by

the respondents and there is no way to determine the degree of sophistication or complexity of the services rendered. Nevertheless, this data can be used as a rough means of evaluating the activity of nursing home administrators.

Almost all administrators (96 percent) spent some time in administration. Nursing care, social work, and recreational therapy also were among the tasks reportedly performed by relatively large proportions of administrators as were clerical work, kitchen and dietary work, and housekeeping services. Administration of the facility generally took up the majority of the time worked in the facilities. Kitchen or dietary work took up the second highest proportion of administrators' time (table G).

It was not surprising to find in 1969 a relatively large proportion of administrators engaging in nursing care, for at the time of RPS-2 (1964) about 34 percent of administrators and assistant administrators were performing additional duties as registered nurses, licensed practical nurses, or nurse's aides.² Furthermore, table 13 indicates that the self-employed administrator generally spent more time than other administrators in providing nursing care but also spent more time than other administrators doing kitchen or dietary work. On the other hand, employed administrators spent a good proportion of their time in administration of the facility. Those administrators who considered themselves both self-employed yet employees of the facility were more like employed administrators than self-employed in the amount of time they spent in administration of the facility.

By ownership, administrators of nonprofit homes spent 72 percent of their time in administration of the facility compared to about 57 and 53 percent, respectively, for administrators of proprietary and government-operated homes. Furthermore, administrators of nonprofit homes spent the least time the week prior to the survey performing kitchen or dietary work (table 14). Among the many factors which may have had a bearing on this relationship

between allotment of time and ownership was education of the administrator and size of the home. Namely, administrators of nonprofit homes were generally among the better formally trained. In addition, nonprofit homes maintained on the average 69 beds, compared to 60 and 44, respectively, for government-operated and proprietary homes.¹¹

Administrator activity in personal care homes (without nursing) was directed about as often towards professional as subprofessional services. However, the majority of administrator activity in personal care homes with nursing and nursing care homes was concentrated on professional services (table 15). Since type of home and size of home are interrelated, these observations tie in with the fact that a direct relationship tended to exist between the amount of time spent performing professional services and the size of the home, that is, administrators of the larger homes tended to have been more involved in professional services. For example, administrators of homes with 100 beds or more spent 91 percent of their time in providing professional services and 7 percent providing subprofessional services (table 16).

Age, a significant factor in that facet of experience pertaining to length of employment as an administrator, deserves attention in this analysis of services performed. There was a slight tendency for the older administrators to be involved more frequently in subprofessional services although they spent a significant amount of time providing nursing care. The younger administrators were more involved in administration than their older colleagues (table 17). The first report on administrators of nursing and personal care homes based on the findings of RPS-3 revealed that 2 or 3 years of nursing school occurred more often among administrators 45 years and over than among younger administrators. In addition, 24 percent of administrators 45 years and over were licensed as a registered nurse, licensed practical nurse, or licensed vocational nurse compared to 20 percent under 45 years of age.¹¹

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⁹National Center for Health Statistics: Arrangements for physician services to residents in nursing and personal care homes, United States, May-June 1964. *Vital and Health Statistics*. PHS Pub. No. 1000-Series 12-No. 13. Public Health Service. Washington. U.S. Government Printing Office, Feb. 1970.

¹⁰Medical Services Administration: Rules and Regulations (with Guidelines) for State Licensing Boards of Nursing Home Administration. Recommended by the National Advisory Council on Nursing Home Administration. Social and Rehabilitation Service. Washington, D.C., Nov. 1969.

¹¹National Center for Health Statistics: Administrators of nursing and personal care homes: Education and training, United States, June-August 1969. *Vital and Health Statistics*. PHS Pub. No. 1000-Series 12-No. 18. Public Health Service. Washington. U.S. Government Printing Office.

¹²National Center for Health Statistics: Design and methodology of the 1967 Master Facility Inventory Survey. *Vital and Health Statistics*. PHS Pub. No. 1000-Series 1-No. 9. Public Health Service. Washington. U.S. Government Printing Office, Jan. 1971.



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Table 1. Number and percent distribution of nursing and personal care home administrators by length of employment as an administrator, according to age: United States, June-August 1969

[Excludes Alaska and Hawaii]

Length of employment as an administrator	Number	Age						Median age
		All ages	Under 35 years	35-44 years	45-54 years	55-64 years	65 years and over	
All administrators -----	18,390	18,390	1,550	3,130	5,500	6,110	2,100	53.2
		Percent distribution						
All lengths of employment---	...	100.0	100.0	100.0	100.0	100.0	100.0	...
<u>Total employment</u>								
Less than 1 year-----	1,580	8.6	25.5	11.0	8.1	4.4	5.9	46.1
1-3 years-----	3,820	20.8	44.2	29.1	20.7	14.9	8.4	47.7
4-9 years-----	5,630	30.6	24.7	37.2	32.6	30.6	19.9	52.0
10-19 years-----	4,900	26.7	*	19.8	26.1	32.2	39.6	56.7
20 years or more-----	2,460	13.3	*	*	12.4	17.8	26.2	58.7
<u>Current employment</u>								
Less than 1 year-----	2,330	12.7	32.4	17.1	12.2	7.1	8.9	46.8
1-3 years-----	5,240	28.5	52.0	39.6	30.0	22.3	8.8	48.4
4-9 years-----	6,070	33.0	12.6	35.0	33.8	37.4	30.2	54.3
10 years or more-----	4,750	25.8	*	8.3	24.0	33.1	52.1	58.6
<u>Other home employment</u>								
0 years-----	13,010	70.8	73.1	71.2	68.2	72.6	69.7	53.3
0+ to less than 1 year-----	310	1.7	*	*	*	*	*	*
1-3 years-----	1,770	9.6	10.4	12.3	9.8	7.7	10.3	51.3
4 years or more-----	3,300	17.9	11.6	14.1	20.3	19.6	17.2	54.1
<u>Hospital employment</u>								
0 years-----	16,560	90.0	94.8	88.9	88.9	89.8	92.0	53.2
0+ to less than 1 year-----	*	*	*	-	*	*	*	*
1-3 years-----	570	3.1	*	4.3	2.8	3.0	*	51.0
4 years or more-----	1,190	6.5	*	6.8	7.4	7.1	5.7	53.9

Table 2. Number and percent of nursing and personal care home administrators and median years of employment, by employment status and type of home: United States, June-August 1969

[Excludes Alaska and Hawaii]

Employment status and type of home	Administrators		Median years of employment		
	Number	Percent	Total employment	Current employment	Other home employment
All types of homes-----	18,390	100.0	8.0	5.3	7.1
<u>Self-employed</u>					
Nursing care-----	3,890	21.1	12.0	8.4	8.4
Personal care with nursing-----	2,010	11.0	12.4	8.9	7.9
Personal care-----	2,190	11.9	8.1	6.9	6.0
<u>Employed</u>					
Nursing care-----	6,300	34.3	5.0	3.2	6.1
Personal care with nursing-----	1,590	8.6	7.2	4.1	9.7
Personal care-----	750	4.1	7.4	7.2	*
<u>Both</u>					
Nursing care-----	1,390	7.6	8.0	5.7	6.8
Personal care with nursing-----	170	0.9	8.9	3.7	*
Personal care-----	100	0.6	12.1	3.4	*

Table 3. Number and percent distribution of nursing and personal care home administrators by length of employment as an administrator, according to employment status: United States, June-August 1969

[Excludes Alaska and Hawaii]

Length of employment as an administrator	Employment status			
	All statuses	Self-employed	Employed	Both
	Number			
All administrators-----	18,390	8,090	8,640	1,660
	Percent distribution			
All lengths of employment-----	100.0	100.0	100.0	100.0
<u>Total employment</u>				
Less than 1 year-----	8.6	4.3	13.3	*
1-3 years-----	20.8	13.4	28.2	18.5
4-9 years-----	30.6	29.5	30.4	37.1
10-19 years-----	26.7	34.6	19.6	25.0
20 years or more-----	13.3	18.3	8.5	14.4
<u>Current employment</u>				
Less than 1 year-----	12.7	6.3	19.2	9.8
1-3 years-----	28.5	19.4	36.6	31.0
4-9 years-----	33.0	35.2	29.8	38.7
10 years or more-----	25.8	39.1	14.4	20.6
<u>Other home employment</u>				
0 years-----	70.8	69.7	73.9	59.7
0+ to less than 1 year-----	1.7	*	2.6	*
1-3 years-----	9.6	8.6	10.8	8.6
4 years or more-----	17.9	21.2	12.8	29.0
<u>Hospital employment</u>				
0 years-----	90.0	93.1	87.4	89.0
0+ to less than 1 year-----	*	*	*	-
1-3 years-----	3.1	1.6	4.2	*
4 years or more-----	6.5	4.5	8.3	6.6

Table 4. Number and percent distribution of nursing and personal care home administrators by length of employment as an administrator according to ownership of home: United States, June-August 1969

[Excludes Alaska]

Length of employment as an administrator	Ownership of home			
	All types	Proprietary	Non-profit	Government
	Number			
All Administrators-----	8,390	14,160	2,850	1,380
	Percent distribution			
All lengths of employment-----	100.0	100.0	100.0	100.0
<u>Total employment</u>				
Less than 1 year-----	8.6	8.6	7.8	9.8
1-3 years-----	20.8	20.1	24.9	19.0
4-9 years-----	30.6	30.7	27.8	35.5
10-19 years-----	26.7	26.6	28.7	22.8
20 years or more-----	13.3	13.9	10.8	12.8
<u>Current employment</u>				
Less than 1 year-----	12.7	12.9	12.1	11.6
1-3 years-----	28.5	27.8	34.6	23.4
4-9 years-----	33.0	32.9	31.0	37.8
10 years or more-----	25.8	26.4	22.3	27.2
<u>Other home employment</u>				
0 years-----	70.8	69.0	71.2	88.1
0+ to less than 1 year-----	1.7	1.9	1.3	*
1-3 years-----	9.6	9.2	13.1	*
4 years or more-----	17.9	19.9	14.3	*
<u>Hospital employment</u>				
0 years-----	90.0	90.0	87.3	87.4
0+ to less than 1 year-----	*	*	*	-
1-3 years-----	3.1	2.8	4.2	*
4 years or more-----	6.5	5.9	8.3	8.7

Table 5. Number and percent of nursing and personal care home administrators and median years of employment, by employment status and age: United States, June-August 1969

[Excludes Alaska and Hawaii]

Employment status and age	Administrators		Median years of employment		
	Number	Percent	Total employment	Current employment	Other home employment
All ages-----	18,390	100.0	8.0	5.3	7.1
<u>Self-employed</u>					
21-44 years-----	1,320	7.2	6.5	4.5	5.9
45 years and over-----	6,770	36.8	12.2	9.0	7.8
<u>Employed</u>					
21-44 years-----	2,830	15.4	3.2	2.3	3.9
45 years and over-----	5,810	31.6	7.4	4.8	7.7
<u>Both</u>					
21-44 years-----	530	2.9	6.7	4.1	4.5
45 years and over-----	1,130	6.1	8.9	5.9	8.4

Table 6. Number and percent distribution of nursing and personal care home administrators by length of employment as an administrator, according to bed size of home: United States, June-August 1969

[Excludes Alaska and Hawaii]

Length of employment as an administrator	Bed size of home			
	All sizes	Less than 30 beds	30-99 beds	100 beds or more
	Number			
All administrators-----	18,390	8,100	8,140	2,150
	Percent distribution			
All lengths of employment-----	100.0	100.0	100.0	100.0
<u>Total employment</u>				
Less than 1 year-----	8.6	6.1	10.5	10.7
1-3 years-----	20.8	15.1	25.4	24.8
4-9 years-----	30.6	29.7	31.2	31.6
10-19 years-----	26.7	32.1	22.4	22.2
20 years or more-----	13.3	17.0	10.4	10.7
<u>Current employment</u>				
Less than 1 year-----	12.7	8.4	15.0	20.0
1-3 years-----	28.5	18.7	36.0	37.5
4-9 years-----	33.0	36.5	30.0	31.0
10 years or more-----	25.8	36.4	19.0	11.5
<u>Other home employment</u>				
0 years-----	70.8	72.2	70.6	65.8
0+ to less than 1 year-----	1.7	*	2.3	*
1-3 years-----	9.6	10.8	8.2	10.6
4 years or more-----	17.9	15.8	18.9	22.1
<u>Hospital employment</u>				
0 years-----	90.0	90.5	91.0	84.8
0+ to less than 1 year-----	*	*	*	-
1-3 years-----	3.1	2.5	3.4	*
4 years or more-----	6.5	6.3	5.4	10.9

Table 7. Number and percent of nursing and personal care home administrators and median years of employment, by employment status and bed size of home: United States, June-August 1969

[Excludes Alaska and Hawaii]

Employment status and bed size of home	Administrators		Median years of employment		
	Number	Percent	Total employment	Current employment	Other home employment
All bed sizes-----	18,390	100.0	8.0	5.3	7.1
<u>Self-employed</u>					
Less than 30 beds-----	5,570	30.3	10.6	8.4	7.4
30-99 beds-----	2,270	12.3	11.3	7.6	8.1
100 beds or more-----	250	1.3	8.9	5.1	*
<u>Employed</u>					
Less than 30 beds-----	2,230	12.1	8.2	6.2	3.9
30-99 beds-----	4,760	25.9	4.4	3.1	6.0
100 beds or more-----	1,650	9.0	6.3	3.0	7.5
<u>Both</u>					
Less than 30 beds-----	300	1.6	9.1	5.9	*
30-99 beds-----	1,110	6.1	8.3	5.4	7.2
100 beds or more-----	250	1.3	7.0	4.8	7.9

Table 8. Number and percent distribution of nursing and personal care home administrators by length of employment as an administrator, according to type of home: United States, June-August 1969

[Excludes Alaska and Hawaii]

Length of employment as an administrator	Type of home			
	All types	Nursing care	Personal care	
			With nursing	Without nursing
	Number			
All administrators-----	18,390	11,580	3,770	3,040
	Percent distribution			
All lengths of employment-----	100.0	100.0	100.0	100.0
<u>Total employment</u>				
Less than 1 year-----	8.6	8.9	6.1	10.4
1-3 years-----	20.8	23.8	15.9	15.4
4-9 years-----	30.6	29.7	29.0	36.1
10-19 years-----	26.7	24.3	30.6	30.7
20 years or more-----	13.3	13.2	18.4	7.4
<u>Current employment</u>				
Less than 1 year-----	12.7	14.4	8.5	11.2
1-3 years-----	28.5	32.2	24.2	19.8
4-9 years-----	33.0	30.8	35.0	39.1
10 years or more-----	25.8	22.6	32.3	29.9
<u>Other home employment</u>				
0 years-----	70.8	69.7	70.4	75.1
0+ to less than 1 year-----	1.7	2.3	*	-
1-3 years-----	9.6	9.8	9.1	9.6
4 years or more-----	17.9	18.1	19.4	15.3
<u>Hospital employment</u>				
0 years-----	90.0	88.7	88.4	97.2
0+ to less than 1 year-----	*	*	*	*
1-3 years-----	3.1	3.9	3.3	-
4 years or more-----	6.5	7.3	7.6	*

Table 9. Number and percent distribution of nursing and personal care home administrators by hours worked last week, according to bed size of home and employment status: United States, June-August 1969

[Excludes Alaska and Hawaii]

Bed size of home and employment status	Number of administrators	Hours worked (last week)							
		Total	Less than 40 hours	40-49 hours	50-59 hours	60-69 hours	70-79 hours	80-89 hours	90 hours or more
		Percent distribution							
All bed sizes-----	18,390	100.0	10.9	30.5	17.0	12.1	11.9	9.2	8.5
Self-employed-----	8,090	100.0	11.3	21.9	13.2	12.8	15.6	12.4	12.9
Employed-----	8,640	100.0	9.6	37.1	20.2	11.4	9.4	7.1	5.3
Both-----	1,660	100.0	15.4	38.6	19.5	12.0	5.9	*	*
Less than 30 beds-----	8,100	100.0	11.5	19.7	12.5	10.6	17.4	14.0	14.3
Self-employed-----	5,570	100.0	11.7	16.9	11.4	12.0	18.5	14.2	15.3
Employed-----	2,230	100.0	8.9	25.7	14.7	6.7	17.1	14.4	12.5
Both-----	300	100.0	*	*	*	*	-	*	*
30-99 beds-----	8,140	100.0	11.3	39.7	19.3	12.6	7.8	5.7	3.8
Self-employed-----	2,270	100.0	10.8	32.3	16.3	14.9	9.8	8.8	7.1
Employed-----	4,760	100.0	10.8	42.0	20.6	12.4	7.2	4.7	2.4
Both-----	1,110	100.0	14.4	44.9	19.5	*	*	*	*
100 beds or more-----	2,150	100.0	6.9	36.8	25.8	15.7	6.3	*	*
Self-employed-----	250	100.0	*	*	*	*	*	*	*
Employed-----	1,650	100.0	7.2	38.4	26.2	15.0	*	*	*
Both-----	250	100.0	*	*	*	*	*	*	*

Table 10. Number and percent distribution of nursing and personal care home administrators by hours worked last week, according to type of home and bed size: United States, June-August 1969

[Excludes Alaska and Hawaii]

Type of home and bed size	Number of administrators	Hours worked (last week)							
		Total	Less than 40 hours	40-49 hours	50-59 hours	60-69 hours	70-79 hours	80-89 hours	90 hours or more
		Percent distribution							
All homes-----	18,390	100.0	10.9	30.5	17.0	12.1	11.9	9.2	8.5
Less than 30 beds-----	8,100	100.0	11.5	19.7	12.5	10.6	17.4	14.0	14.3
30-99 beds-----	8,140	100.0	11.3	39.7	19.3	12.6	7.8	5.7	3.8
100 beds or more-----	2,150	100.0	6.9	36.8	25.8	15.7	6.3	*	*
Nursing care-----	11,580	100.0	11.5	35.8	19.6	12.0	9.2	6.7	5.0
Less than 30 beds-----	2,980	100.0	14.0	24.4	14.5	9.7	16.8	10.2	10.3
30-99 beds-----	6,810	100.0	11.4	40.6	20.1	12.3	6.9	5.8	3.0
100 beds or more-----	1,790	100.0	7.9	36.9	26.7	14.8	*	*	*
Personal care with nursing-----	3,770	100.0	8.0	28.6	15.6	14.1	13.9	12.5	7.3
Less than 30 beds-----	2,340	100.0	8.0	22.5	15.0	13.0	17.3	16.5	7.7
30-99 beds-----	1,090	100.0	9.8	38.5	16.2	14.7	*	*	*
100 beds or more-----	340	100.0	*	39.4	*	*	*	*	*
Personal care-----	3,040	100.0	11.8	12.7	8.8	9.8	19.2	14.6	23.1
Less than 30 beds-----	2,780	100.0	11.6	12.2	8.1	9.6	18.2	16.0	24.2
30-99 beds-----	240	100.0	*	*	*	*	*	-	*
100 beds or more-----	*	100.0	-	-	*	*	*	-	-

Table 11. Number and percent distribution of nursing and personal care home administrators by hours worked last week, according to employment status and type of home: United States, June-August 1969

[Excludes Alaska and Hawaii]

Employment status and type of home	Number of administrators	Hours worked (last week)							
		Total	Less than 40 hours	40-49 hours	50-59 hours	60-69 hours	70-79 hours	80-89 hours	90 hours or more
		Percent distribution							
All employment statuses-----	18,390	100.0	10.9	30.5	17.0	12.1	11.9	9.2	8.5
Nursing care-----	11,580	100.0	11.5	35.8	19.6	12.0	9.2	6.7	5.0
Personal care with nursing-----	3,770	100.0	8.0	28.6	15.6	14.1	13.9	12.4	7.3
Personal care-----	3,040	100.0	11.8	12.7	8.8	9.8	19.2	14.6	23.1
Self-employed-----	8,090	100.0	11.3	21.9	13.2	12.8	15.6	12.4	12.9
Nursing care-----	3,890	100.0	11.7	28.5	15.7	12.7	11.1	11.0	9.2
Personal care with nursing-----	2,010	100.0	9.3	23.4	15.3	13.6	18.3	13.6	6.5
Personal care-----	2,190	100.0	12.2	8.8	6.7	12.2	21.2	13.6	25.3
Employed-----	8,640	100.0	9.6	37.1	20.2	11.4	9.4	7.1	5.3
Nursing care-----	6,300	100.0	11.1	39.5	21.9	11.8	8.6	4.5	2.6
Personal care-----	1,590	100.0	6.3	33.9	15.1	14.7	9.6	11.3	9.0
Personal care-----	750	100.0	*	23.7	15.9	*	16.1	19.6	19.8
Both-----	1,660	100.0	15.4	38.6	19.5	12.0	5.9	*	*
Nursing care-----	1,390	100.0	13.0	39.8	20.3	10.9	*	*	*
Personal care with nursing-----	170	100.0	*	*	*	*	*	*	*
Personal care-----	100	100.0	*	*	-	*	-	-	-

Table 12. Number and percent distribution of nursing and personal care home administrators by hours worked last week, according to bed size and ownership of home: United States, June-August 1969

[Excludes Alaska and Hawaii]

Bed size and ownership of home	Number of administrators	Hours worked (last week)							
		Total	Less than 40 hours	40-49 hours	50-59 hours	60-69 hours	70-79 hours	80-89 hours	90 hours or more
		Percent distribution							
All bed sizes-----	18,390	100.0	10.9	30.5	17.0	12.1	11.9	9.2	8.5
Proprietary-----	14,160	100.0	11.0	31.1	16.9	12.3	11.7	9.2	7.8
Nonprofit-----	2,850	100.0	10.4	29.8	22.6	15.1	9.5	5.7	6.9
Government-----	1,380	100.0	10.0	26.1	*	*	18.2	16.7	18.3
Less than 30 beds-----	8,100	100.0	11.5	19.7	12.5	10.6	17.4	14.0	14.3
Proprietary-----	6,670	100.0	12.3	20.9	11.6	11.8	17.0	13.4	13.1
Nonprofit-----	720	100.0	*	*	33.0	*	16.9	*	18.0
Government-----	710	100.0	*	17.9	-	-	22.1	25.9	22.1
30-99 beds-----	8,140	100.0	11.3	39.7	19.3	12.6	7.8	5.7	3.8
Proprietary-----	6,190	100.0	10.7	41.2	20.3	11.7	7.5	5.6	3.1
Nonprofit-----	1,540	100.0	15.8	34.4	16.8	17.3	7.4	*	*
Government-----	410	100.0	*	35.6	*	*	*	*	*
100 beds or more-----	2,150	100.0	6.9	36.8	25.8	15.7	6.3	*	*
Proprietary-----	1,300	100.0	*	35.2	28.3	*	*	*	*
Nonprofit-----	590	100.0	*	41.5	25.0	*	*	*	*
Government-----	260	100.0	*	*	*	*	*	*	*

Table 13. Percent distribution of time administrators spent performing specific services by employment status: United States, June-August 1969

[Excludes Alaska and Hawaii]

Service performed by administrator	Employment status			
	All statuses	Self-employed	Employed	Both
	Percent distribution of time			
All services-----	100.0	100.0	100.0	100.0
Professional services-----	71.5	61.6	79.8	84.3
Administration-----	58.8	46.3	69.5	73.5
Nursing care-----	7.5	10.2	5.2	3.8
Medical and dental care-----	0.5	0.4	0.5	0.4
Physical therapy-----	0.4	0.5	0.3	0.4
Occupational therapy-----	0.6	0.6	0.5	1.3
Recreational therapy-----	1.5	1.7	1.2	1.4
Speech and hearing therapy-----	0.3	0.2	0.3	0.2
Social work-----	2.0	1.6	2.2	3.3
Subprofessional services-----	25.3	34.7	17.5	12.6
Clerical work-----	6.5	6.3	6.7	6.0
Kitchen or dietary work-----	12.5	19.1	7.0	4.6
Housekeeping services-----	6.3	9.3	3.9	2.1
Other services-----	3.3	3.8	2.7	3.0

Table 14. Percent distribution of time administrators spent performing specific services by ownership of home: United States, June-August 1969

[Excludes Alaska and Hawaii]

Service performed by administrator	Ownership of home			
	All types	Proprietary	Non-profit	Government
	Percent distribution of time			
All services-----	100.0	100.0	100.0	100.0
Professional services-----	75.1	70.4	81.5	63.8
Administration-----	58.8	56.8	72.1	53.4
Nursing care-----	7.5	8.2	4.5	6.2
Medical and dental care-----	0.5	0.4	0.4	0.6
Physical therapy-----	0.4	0.5	0.3	*
Occupational therapy-----	0.6	0.7	0.6	0.3
Recreational therapy-----	1.5	1.5	1.5	1.3
Speech and hearing therapy-----	0.3	0.2	0.2	0.5
Social work-----	2.0	2.1	1.9	1.5
Subprofessional services-----	25.3	26.8	14.6	30.8
Clerical work-----	6.5	6.7	6.4	4.2
Kitchen or dietary work-----	12.5	13.4	6.7	15.0
Housekeeping services-----	6.3	6.6	1.7	11.5
Other services-----	3.3	2.9	3.8	5.4

Table 15. Percent distribution of time administrators spent performing specific services by type of home: United States, June-August 1969

[Excludes Alaska and Hawaii]

Service performed by administrator	Type of home			
	All types	Nursing care	Personal care	
			With nursing	Without nursing
	Percent distribution of time			
All services-----	100.0	100.0	100.0	100.0
Professional services-----	71.5	81.3	68.1	46.4
Administration-----	58.8	67.9	52.2	39.0
Nursing care-----	7.5	7.0	11.3	4.7
Medical and dental care-----	0.5	0.5	0.7	0.2
Physical therapy-----	0.4	0.5	0.6	-
Occupational therapy-----	0.6	0.9	0.4	0.4
Recreational therapy-----	1.5	1.6	1.4	1.4
Speech and hearing therapy-----	0.3	0.3	0.2	0.2
Social work-----	2.0	2.6	1.5	1.5
Subprofessional services-----	25.3	16.6	27.2	48.9
Clerical work-----	6.5	7.9	5.9	2.9
Kitchen or dietary work-----	12.5	5.8	14.8	29.9
Housekeeping services-----	6.3	2.9	6.5	16.2
Other services-----	3.3	2.2	4.9	4.7

Table 16. Percent distribution of time administrators spent performing specific services by bed size of home: United States, June-August 1969

[Excludes Alaska and Hawaii]

Service performed by administrator	Bed size of home			
	All sizes	Less than 30 beds	30-99 beds	100 beds or more
All services-----	100.0	100.0	100.0	100.0
Professional services-----	71.5	58.0	82.9	90.5
Administration-----	58.8	42.2	72.6	82.5
Nursing care-----	7.5	11.1	4.6	1.8
Medical and dental care-----	0.5	0.4	0.5	0.6
Physical therapy-----	0.4	0.5	0.4	0.4
Occupational therapy-----	0.6	0.6	0.7	0.6
Recreational therapy-----	1.5	1.7	1.3	1.1
Speech and hearing therapy-----	0.3	0.3	0.3	0.2
Social work-----	2.0	1.2	2.5	3.4
Subprofessional services-----	25.3	38.2	14.6	7.1
Clerical work-----	6.5	5.7	8.0	3.9
Kitchen or dietary work-----	12.5	21.5	4.5	2.0
Housekeeping services-----	6.3	10.9	2.1	1.2
Other services-----	3.3	4.0	2.6	2.5

Table 17. Percent distribution of time administrators spent performing specific services by age: United States, June-August 1969

[Excludes Alaska and Hawaii]

Service performed by administrator	Age					
	All ages	Under 35 years	35-44 years	45-54 years	55-64 years	65 years and over
	Percent distribution of time					
All services-----	100.0	100.0	100.0	100.0	100.0	100.0
Professional services-----	71.5	76.3	79.0	71.4	69.6	64.5
Administration-----	58.8	65.1	68.8	56.6	57.2	51.9
Nursing care-----	7.5	6.1	5.2	9.0	7.5	7.4
Medical and dental care-----	0.5	0.3	0.3	0.3	0.6	0.6
Physical therapy-----	0.4	0.3	0.3	0.5	0.4	0.7
Occupational therapy-----	0.6	*	0.6	0.5	0.8	0.8
Recreational therapy-----	1.5	1.0	1.1	1.6	1.6	1.5
Speech and hearing therapy-----	0.3	0.5	0.1	0.4	0.2	0.3
Social work-----	2.0	3.0	2.5	2.5	1.4	1.3
Subprofessional services-----	25.3	22.1	17.3	25.1	27.0	33.3
Clerical work-----	6.5	8.1	6.8	7.3	4.9	7.7
Kitchen or dietary work-----	12.5	7.4	6.4	11.7	15.3	17.5
Housekeeping services-----	6.3	6.6	4.0	6.2	6.8	8.1
Other services-----	3.3	1.6	3.8	3.5	3.4	2.4

APPENDIX I

TECHNICAL NOTES ON METHODS

Survey Design

General.—The Resident Places Survey-3 (RPS-3) was conducted during June–August 1969 by the Division of Health Resources Statistics in cooperation with the U.S. Bureau of the Census. This was a sample survey of nursing and personal care homes in the conterminous United States which provide care to the aged and infirm. Collected in the survey were data about the sample establishment itself, the health of a sample of the patients or residents, the administrator of the establishment, and a sample of the employees.

Resident Places Survey-3 is the third of a series of institutional population surveys. The institutional population surveys are a part of the National Health Survey program. The previous surveys have been designated as Resident Places Surveys 1 and 2, or RPS-1 and RPS-2. Several reports on the results of RPS-1 and RPS-2 have been published.³⁻¹¹

Sampling frame.—The list of nursing and personal care homes included in the 1967 Master Facility Inventory (MFI) was the primary sampling frame (universe) for Resident Places Survey-3. The MFI was supplemented by a list of new homes, "births," which were possibly within scope of RPS-3 but were not confirmed in the 1967 MFI survey. The "births" had been reported in the Agency Reporting System (ARS) as being in operation at the time of the survey. A description of the MFI and ARS has been published.¹²

To be eligible for the survey, establishments must have maintained at least three beds and routinely provided some level of nursing or personal care. Thus a home providing only room and board or domiciliary care to its residents was not eligible for RPS-3 even if it was a home for the aged. The classification scheme for homes is described in appendix II.

Sample design.—The sample was a stratified two-stage probability design; the first stage was a selection of establishments and their administrators and the second stage a selection of residents and employees of the sample establishments. In preparation for the first-

stage sample selection, establishments listed in the MFI were sorted into three type of service strata: nursing care homes, personal care homes with nursing, and personal care homes. The "births" from the Agency Reporting System were treated as a fourth type of service stratum. Each of these four strata was sorted into seven bed-size groups, producing 28 primary strata, as shown in table I. MFI establishments were ordered by type of ownership, State, and county. The sample of MFI establishments and the "births" were then selected systematically after a random start within each primary stratum. Table I shows the distribution of establishments in the sampling frame and the final disposition of the sample with regard to response and in-scope status.

The second-stage sample selection of residents and employees was carried out by Bureau of the Census interviewers at the time of their visits to the establishments in accordance with specific instructions given for each sample establishment. The sampling frame for residents was the total number of residents on the register of the establishment on the day of the survey. The sampling frame for employees was the Staff Information and Control Record (HRS-4e, appendix III), on which the interviewer listed the names of all employees of the establishment and sampled only professional and semiprofessional employees by using pre-designated sampling instructions that appeared at the head of each column of this form.

Survey procedures.—The Bureau of the Census collected the data according to specifications of the Division of Health Resources Statistics. The initial contact with an establishment was a letter (HRS-4g-1, appendix III) signed by the Director of the Bureau of the Census mailed prior to a personal visit to each sample facility. This letter was accompanied by the facility and administrator questionnaires (HRS-4a and HRS-4b, appendix III). The respondent for the facility questionnaire was usually the administrator or another member of the staff designated by the operator of the establishment. Information on the administrator questionnaire was self-enumerative and was completed by the person who was designated as "administrator" by

NOTE: The list of references follows the text.

Table I. Distribution of homes in the Resident Places Survey-3 universe and disposition of sample homes according to primary strata (type of home and bed size): United States

[Excludes Alaska and Hawaii]

Type of home and bed size	Uni-verse ¹ (sam-pling frame)	Number of homes in sample			
		Total homes	Out of scope or out of business	In scope and in business	
				Non- respond- ing	Responding homes
All types of homes-----	21,301	2,088	153	81	1,854
Nursing care-----	10,480	1,289	48	66	1,175
Less than 15 beds-----	858	21	4	2	15
15-24 beds-----	1,756	88	13	3	72
25-49 beds-----	3,448	260	16	10	234
50-99 beds-----	3,166	477	4	24	449
100-199 beds-----	1,062	316	9	24	283
200-299 beds-----	126	64	1	2	61
300 beds or more-----	64	63	1	1	61
Personal care with nursing-----	3,608	402	35	7	360
Less than 15 beds-----	941	24	6	-	18
15-24 beds-----	767	37	9	-	28
25-49 beds-----	828	62	7	1	54
50-99 beds-----	612	92	3	3	86
100-199 beds-----	332	100	6	2	92
200-299 beds-----	82	41	1	-	40
300 beds or more-----	46	46	3	1	42
Personal care-----	4,725	183	42	3	138
Less than 15 beds-----	2,937	60	16	-	44
15-24 beds-----	988	40	11	-	29
25-49 beds-----	561	35	5	-	30
50-99 beds-----	183	24	3	1	20
100-199 beds-----	48	17	5	2	10
200-299 beds-----	6	5	2	-	3
300 beds or more-----	2	2	-	-	2
"Births" ² -----	2,488	214	28	5	181
Unknown beds ³ -----	473	-	-	-	-
Less than 15 beds-----	304	6	2	-	4
15-24 beds-----	255	11	3	-	8
25-49 beds-----	492	31	3	1	27
50-99 beds-----	681	83	4	3	76
100-199 beds-----	241	58	7	1	50
200-299 beds-----	30	13	3	-	10
300 beds or more-----	12	12	6	-	6

¹The universe for the RPS-3 sample consisted of the nursing and personal care homes included in the Master Facility Inventory and the Agency Reporting System.

²"Births" consist of those homes which were assumed to be in scope of RPS-3 but for which current data were not available.

³"Births" of unknown bed size were inadvertently excluded from frame.

the owner or operator of the sample facility. These two forms were collected by an interviewer during the personal visit to the facility and were edited for completeness and consistency at that time. The resident information was obtained during the personal interview at the sample establishment. The sample of residents within an establishment was selected systematically according to predetermined sampling schemes. The interviewer was asked to list on the back of the Current Patient Questionnaire (HRS-4f, appendix III) all the residents or patients in the sample and to complete the health information for each of the sample patients from personal knowledge of a staff member of the establishment who had close contact with the resident and firsthand knowledge of the resident's health condition.

The staff information was obtained by means of a self-enumeration questionnaire (HRS-4c, appendix III).

The usual checks and followups were performed during the course of the survey. The completed questionnaires were edited and coded by the National Center for Health Statistics, and the data were processed on an electronic computer. This processing included assignment of weights, ratio adjustments, and other related procedures necessary to produce national estimates from the sample data.

General Qualifications

Nonresponse and imputation of missing data.—Statistics presented in this report were adjusted for failure of a home to respond. Data were also adjusted for nonresponse which resulted from failure to complete one of the questionnaires or the failure to complete an item on a questionnaire.

NOTE: The list of references follows the text.

Rounding of numbers.—Estimates relating to residents and employees have been rounded to the nearest hundred and homes or administrators to the nearest ten. For this reason detailed figures within tables do not always add to totals. Percents were calculated on the basis of original, unrounded figures and will not necessarily agree with percents which may be calculated from rounded data.

Estimation procedure.—The statistics presented in this report are essentially the result of ratio estimation techniques. These techniques have been described in the appendixes of earlier publications.³⁻¹¹

Reliability of estimates.—Since statistics presented in this report are based on a sample, they will differ somewhat from figures that would have been obtained if a complete census had been taken using the same schedules, instructions, and procedures. As in any survey, the results are also subject to reporting and processing errors and errors due to nonresponse. To the extent possible, these types of errors were kept to a minimum by methods built into survey procedures.

The sampling error (or standard error) of a statistic is inversely proportional to the square root of the number of observations in the sample. Thus as the sample size increases, the standard error decreases. The standard error is primarily a measure of the variability that occurs by chance because only a sample rather than the entire universe is surveyed. As calculated for this report, the standard error also reflects part of the measurement error, but it does not measure any systematic biases in the data. The chances are about 2 out of 3 that an estimate from the sample differs from the value which would be obtained from a complete census by less than the standard error. The chances are about 95 out of 100 that the difference is less than twice the standard error and about 99 out of 100 that it is less than 2½ times as large.

Relative standard errors of aggregates shown in this report can be determined from table II. The relative standard error of an estimate is obtained by dividing the standard error of the estimate by the estimate itself and is expressed as a percent of the estimate. Standard errors of estimated percentages are shown in table III.

Table II. Approximate relative standard errors of estimated numbers of administrators

Size of estimate	Relative standard error in percent	Size of estimate	Relative standard error in percent
100-----	44.6	3,000---	7.5
200-----	31.5	4,000---	6.3
300-----	25.6	5,000---	5.5
400-----	22.1	6,000---	4.8
500-----	19.8	7,000---	4.3
600-----	18.0	8,000---	3.9
700-----	16.6	9,000---	3.5
800-----	15.5	10,000--	3.2
900-----	14.6	15,000--	1.9
1,000----	13.8	18,000--	0.3
2,000----	9.5		

Rules for determining the standard error of a mean value, of a median value, or of the difference between two statistics are published.

Table III. Approximate standard errors of percentages for administrators

Base of estimated percent	Estimated percent				
	2 or 98	5 or 95	10 or 90	30 or 70	50
	Standard error expressed in percentage points				
200-----	4.4	6.9	9.5	14.5	15.8
500-----	2.8	4.4	6.0	9.2	10.0
1,000-----	2.0	3.1	4.2	6.5	7.0
2,000-----	1.4	2.2	3.0	4.6	5.0
3,000-----	1.1	1.8	2.5	3.7	4.1
4,000-----	1.0	1.5	2.1	3.2	3.5
5,000-----	0.9	1.4	1.9	2.9	3.2
7,000-----	0.8	1.2	1.6	2.5	2.7
8,000-----	0.7	1.1	1.5	2.3	2.5
9,000-----	0.7	1.0	1.4	2.2	2.4
10,000-----	0.6	1.0	1.3	2.1	2.2
18,000-----	0.4	0.7	0.9	1.4	1.6



APPENDIX II

DEFINITIONS OF CERTAIN TERMS USED IN THIS REPORT

Terms Relating to Administrators

Administrator.—An administrator is the person designated as "administrator" by the owner or manager of each sample home.

Length of work experience.—Data on length of work experience refer to length of employment as an administrator in the position currently held and any previous employment as an administrator of other nursing homes, homes for the aged, or similar facilities or hospitals.

Length of current employment.—Length of current employment is the time between the date the survey was conducted in the sample home and the date the administrator began working as an administrator in that home.

Terms Relating to Homes or Residents

Bed.—A bed is defined as one set up and regularly maintained for patients or residents. Beds maintained for staff and beds used exclusively for emergency services are excluded.

Resident.—A resident is defined as a person who has been formally admitted but not discharged from an establishment. All such persons were included in the survey whether or not they were physically present at the time.

Nursing care.—Nursing care is defined as a service that provides one or more of the following treatments: hypodermic injection; intravenous injection; intramuscular injection; taking of temperature, pulse, respiration, or blood pressure; application of dressings or bandages; bowel and bladder retraining; nasal feeding; catheterization; irrigation; oxygen therapy; full bed bath; and enema.

Classification of Homes by Type of Service

For purposes of stratification of the universe prior to selection of the sample, the homes on the MFI were classified as nursing care, personal care with nursing, and personal care. Details of the classification procedure in the MFI have been published.

Due to the 2-year interval between the MFI survey and the RPS-3 survey, it was felt that for producing statistics by type of service from the RPS-3 survey the homes should be reclassified on the basis of the current data collected in the survey. This classification procedure is essentially the same as the MFI scheme. The three types of service classes delineated for RPS-3 are defined as follows:

1. A *nursing care home* is defined as one in which 50 percent or more of the residents received nursing care (see definition of nursing care) during the week prior to the survey in the home and a registered nurse (RN) or a licensed practical nurse (LPN) was employed.
2. A *personal care home with nursing* is defined as one in which either (a) over 50 percent of the residents received nursing care during the week prior to the survey, but there were no RN's or LPN's on the staff or (b) some, but less than 50 percent, of the residents received nursing care during the week prior to the survey regardless of the presence of RN's or LPN's on the staff but in which one or more of the following conditions were met:
 - Medications and treatments were administered in accordance with physicians' orders.
 - Supervision over self-administered medications was provided.
 - Three or more personal services were routinely provided.
3. A *personal care home* is defined as one in which residents routinely received personal care but no residents received nursing care during the week prior to the survey and one or more of the following criteria were met:
 - Medications and treatments were administered in accordance with physicians' orders, or supervision over medications which may be self-administered was provided.
 - Three or more of the criterion personal services were routinely provided.

Ownership Classification

Proprietary home.—A proprietary home is one operated under private commercial ownership.

Nonprofit home.—A nonprofit home is one operated under voluntary or nonprofit auspices, including both church-related institutions and institutions that are not church-related.

Government home.—A government home is one operated under Federal, State, or local government auspices.

Geographic Region

The regions of the United States (excluding Alaska and Hawaii), which correspond to U.S. Bureau of the Census regions are:

<i>Region</i>	<i>States Included</i>
Northeast -----	Maine, New Hampshire, Vermont, Massachusetts, Rhode Island,

Connecticut, New York, New Jersey, Pennsylvania

North Central -- Michigan, Ohio, Indiana, Illinois, Wisconsin, Minnesota, Iowa, Missouri, North Dakota, South Dakota, Nebraska, Kansas

South ----- Delaware, Maryland, District of Columbia, Virginia, West Virginia, North Carolina, South Carolina, Georgia, Florida, Kentucky, Tennessee, Alabama, Mississippi, Arkansas, Louisiana, Oklahoma, Texas

West ----- Montana, Idaho, Wyoming, Colorado, New Mexico, Arizona, Utah, Nevada, Alaska, Washington, Oregon, California, Hawaii



APPENDIX III

RESIDENT PLACES SURVEY-3: FORMS AND QUESTIONNAIRES

Introductory Letter



U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS
WASHINGTON, D.C. 20233

HRS-4g-1 (4-69)

OFFICE OF THE DIRECTOR

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Dear Sir:

The Bureau of the Census, acting for the United States Public Health Service, is conducting a survey of nursing homes, homes for the aged, and other establishments which provide nursing care, personal care, or domiciliary care for the aged or infirm. The purpose of this survey is to collect much needed information about both the facilities and the employees and patients. This activity is part of the National Health Survey program authorized by Congress because of the urgent need for more comprehensive and up-to-date health statistics.

This letter is to request your cooperation and to inform you that a representative of the Bureau of the Census will visit your establishment within the next week or so to obtain the needed information. Prior to this visit, the Census representative will call you to arrange for a convenient appointment time. Meanwhile, to save time, I should appreciate your completing the two enclosed questionnaires which request some information about you and your establishment. Our Census representative will pick up these questionnaires when she visits you to obtain the additional desired information.

All the information provided on the questionnaires and given to the Census representative will be kept strictly confidential by the Public Health Service and the Bureau of the Census, and will be used for statistical purposes only.

Your cooperation in this important survey will be very much appreciated.

Sincerely,

A. Ross Eckler

A. Ross Eckler
Director

2 Enclosures

Facility Questionnaire

Budget Bureau No. 68-569022; Approval Expires August 31, 1969

NOTICE - All information which would permit identification of the facility will be held in strict confidence, will be used only by persons engaged in and for the purposes of the survey, and will not be disclosed or released to others for any purposes.														
FORM HRS-4a (4-3-69) U.S. DEPARTMENT OF COMMERCE BUREAU OF THE CENSUS ACTING AS COLLECTING AGENT FOR THE U.S. PUBLIC HEALTH SERVICE <p style="text-align: center;">FACILITY QUESTIONNAIRE</p>	<p style="text-align: center;"><i>(Please correct any error in name and address including ZIP code)</i></p>													
1. What was the number of inpatients in this facility on December 31, 1968?	Number													
2. During the seven days prior to December 31, 1968, how many of the PERSONS in question 1 received "Nursing care"? Count each person only once. Consider that an inpatient received nursing care if he received any of the following services:	No. of persons _____													
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Nasal feeding</td> <td style="width: 33%;">Catheterization</td> <td style="width: 33%;">Irrigation</td> </tr> <tr> <td>Oxygen therapy</td> <td>Full bed-bath</td> <td>Enema</td> </tr> <tr> <td>Hypodermic injection</td> <td>Intravenous injection</td> <td>Temperature-pulse-respiration</td> </tr> <tr> <td>Blood pressure</td> <td>Application of dressing or bandage</td> <td>Bowel and bladder retraining</td> </tr> </table>	Nasal feeding	Catheterization	Irrigation	Oxygen therapy	Full bed-bath	Enema	Hypodermic injection	Intravenous injection	Temperature-pulse-respiration	Blood pressure	Application of dressing or bandage	Bowel and bladder retraining		
Nasal feeding	Catheterization	Irrigation												
Oxygen therapy	Full bed-bath	Enema												
Hypodermic injection	Intravenous injection	Temperature-pulse-respiration												
Blood pressure	Application of dressing or bandage	Bowel and bladder retraining												
3. In 1968, what was the total inpatient days of care provided? (The sum of the number of days of care given to each patient from 1/1/68 through 12/31/68)	Days													
4. In 1968, how many admissions did this facility have?	Number													
5. In 1968, how many of the admissions were Medicare patients?	Number													
6a. In 1968, how many discharges, excluding deaths, did this facility have?	Number													
b. How many patients were discharged to the following places -	Total No.	How many were Medicare patients?												
(1) general or short-stay hospital?	_____	_____ <input type="checkbox"/> None												
(2) long-term specialty hospital (except mental)?	_____	_____ <input type="checkbox"/> None												
(3) mental hospital?	_____	_____ <input type="checkbox"/> None												
(4) another nursing home?	_____	_____ <input type="checkbox"/> None												
(5) personal care or domiciliary home?	_____	_____ <input type="checkbox"/> None												
(6) patient's home or family?	_____	_____ <input type="checkbox"/> None												
(7) other places? (Specify place) _____	_____	_____ <input type="checkbox"/> None												
7. In 1968, how many persons died while patients of this facility?	_____	_____ <input type="checkbox"/> None												
8. What is the total number of patient beds regularly maintained (set up and staffed for use) in this facility?	Beds													
9. What is the total NUMBER OF INPATIENTS (patients or residents) who stayed in your facility last night? (DO NOT INCLUDE EMPLOYEES OR OWNERS)	Number													
10. During the past seven days, how many of the INPATIENTS in question 9 received "Nursing care"? Count each person only once. Consider that an inpatient received nursing care if he received any of the following services:	No. of persons _____													
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Nasal feeding</td> <td style="width: 33%;">Catheterization</td> <td style="width: 33%;">Irrigation</td> </tr> <tr> <td>Oxygen therapy</td> <td>Full bed-bath</td> <td>Enema</td> </tr> <tr> <td>Hypodermic injection</td> <td>Intravenous injection</td> <td>Temperature-pulse-respiration</td> </tr> <tr> <td>Blood pressure</td> <td>Application of dressing or bandage</td> <td>Bowel and bladder retraining</td> </tr> </table>	Nasal feeding	Catheterization	Irrigation	Oxygen therapy	Full bed-bath	Enema	Hypodermic injection	Intravenous injection	Temperature-pulse-respiration	Blood pressure	Application of dressing or bandage	Bowel and bladder retraining		
Nasal feeding	Catheterization	Irrigation												
Oxygen therapy	Full bed-bath	Enema												
Hypodermic injection	Intravenous injection	Temperature-pulse-respiration												
Blood pressure	Application of dressing or bandage	Bowel and bladder retraining												

Please continue on reverse side

11. Which of the following services are ROUTINELY provided?		1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No
a. Supervision over medications which may be self-administered		1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No
b. Medications and treatments administered in accordance with physicians' orders		1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No
c. Rub and massage		1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No
d. Help with dressing		1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No
e. Help with correspondence or shopping		1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No
f. Help with walking or getting about		1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No
g. Help with eating		1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No
OR		
h. None of the above services ROUTINELY provided, room and board provided only		<input type="checkbox"/>
12. Is this FACILITY participating in the Medicare program?		1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No (Skip to 16)
13. How many beds are certified for Medicare?		Number
14a. For how many patients is this facility now receiving Medicare payments?		Number
b. How many of these Medicare patients lived (had their home) in this State when admitted to this facility?		Number
15. In addition to two physicians, does the Utilization Review Committee include -		
a. the nursing director?		1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No
b. a social worker?		1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No
c. the nursing home administrator?		1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No
d. a physical therapist?		1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No
e. any other members? (Specify occupation)		1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No
16. How many persons are employed in this facility? (Include members of religious organizations and orders who provide their services.)		Total employees
17. Last month, were the following services provided on a regular basis through contracts or other fee arrangements?		How many persons provided this service?
		Last month, how many hours did they spend providing this service?
		No. of persons
		Hours
a. Physician (M.D. or D.O.)	2 <input type="checkbox"/> No 1 <input type="checkbox"/> Yes →	
b. Dental	2 <input type="checkbox"/> No 1 <input type="checkbox"/> Yes →	
c. Pharmaceutical	2 <input type="checkbox"/> No 1 <input type="checkbox"/> Yes →	
d. Physical therapy	2 <input type="checkbox"/> No 1 <input type="checkbox"/> Yes →	
e. Occupational therapy	2 <input type="checkbox"/> No 1 <input type="checkbox"/> Yes →	
f. Recreational therapy	2 <input type="checkbox"/> No 1 <input type="checkbox"/> Yes →	
g. Speech therapy	2 <input type="checkbox"/> No 1 <input type="checkbox"/> Yes →	
h. Social worker	2 <input type="checkbox"/> No 1 <input type="checkbox"/> Yes →	
i. Dietary (Dietitian)	2 <input type="checkbox"/> No 1 <input type="checkbox"/> Yes →	
j. Food service (meal preparation)	2 <input type="checkbox"/> No 1 <input type="checkbox"/> Yes →	
k. Housekeeping	2 <input type="checkbox"/> No 1 <input type="checkbox"/> Yes →	
l. None of above	<input type="checkbox"/>	

Administrator Questionnaire

Budget Bureau No. 68-S69022; Approval Expires August 31, 1969

NOTICE - All information which would permit identification of the individual will be held in strict confidence, will be used only by persons engaged in and for the purposes of the survey, and will not be disclosed or released to others for any purposes.

FORM HRS-4b
(4-4-69)

U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS
ACTING AS COLLECTING AGENT FOR THE
U.S. PUBLIC HEALTH SERVICE

A. Name of administrator

B. Establishment No.

ADMINISTRATOR QUESTIONNAIRE

The U.S. National Health Survey of the Public Health Service is conducting a nationwide survey in nursing homes, homes for the aged, and other related types of establishments. The purpose of the survey is to obtain certain information about the staff employed in these establishments as well as about the health of patients or residents in the establishments.

Your answers will be given confidential treatment by the U.S. National Health Survey and the Bureau of the Census. The information will be used for statistical purposes only, and will be presented in such a manner that no individual person or establishment can be identified.
Thank you for your cooperation.

1. When were you born?	Month	Year
2. In what State (or foreign country) were you born?	State or foreign country	
3. How long have you been the administrator - a. in this facility?	No. of years	No. of months
	No. of years	No. of months
	No. of years	No. of months
b. in other nursing homes, homes for the aged, or similar facilities?	No. of years	No. of months
c. in hospitals?	No. of years	No. of months
4a. Are you the administrator for more than one NURSING HOME?	1 <input type="checkbox"/> Yes (4b) 2 <input type="checkbox"/> No (Skip to Q.5)	
b. For how many other NURSING HOMES?	Number	
c. What is the number of patient beds in EACH of the other NURSING HOMES?		
5a. How many hours did you work LAST WEEK IN THIS FACILITY ONLY?	Hours	
b. How many of these hours did you spend LAST WEEK performing EACH of the following services IN THIS FACILITY ONLY -		
(1) administration of the facility?	_____	<input type="checkbox"/> None
(2) nursing care?	_____	<input type="checkbox"/> None
(3) medical and dental care?	_____	<input type="checkbox"/> None
(4) physical therapy?	_____	<input type="checkbox"/> None
(5) occupational therapy?	_____	<input type="checkbox"/> None
(6) recreational therapy?	_____	<input type="checkbox"/> None
(7) speech and hearing therapy?	_____	<input type="checkbox"/> None
(8) social work?	_____	<input type="checkbox"/> None
(9) clerical work?	_____	<input type="checkbox"/> None
(10) kitchen/dietary work, grocery shopping?	_____	<input type="checkbox"/> None
(11) housekeeping services?	_____	<input type="checkbox"/> None
(12) other? (Specify service)	_____	<input type="checkbox"/> None
6. Besides the hours worked IN THIS FACILITY, how many additional hours did you work in your profession LAST WEEK?	_____ <input type="checkbox"/> None	
7. As an administrator, are you self-employed or a salaried employee?	1 <input type="checkbox"/> Self-employed 2 <input type="checkbox"/> Employee 3 <input type="checkbox"/> Both	

Please continue on reverse side

Staff Questionnaire

Budget Bureau No. 68-S69022; Approval Expires August 31, 1969

NOTICE - All information which would permit identification of the individual will be held in strict confidence, will be used only by persons engaged in and for the purposes of the survey, and will not be disclosed or released to others for any purposes.		
FORM HRS-4c (4-3-69) U.S. DEPARTMENT OF COMMERCE BUREAU OF THE CENSUS ACTING AS COLLECTING AGENT FOR THE U.S. PUBLIC HEALTH SERVICE <div style="text-align: center;">STAFF QUESTIONNAIRE</div>	A. Establishment No. <hr/>	B. Line No. <hr/>
C. Name of person completing form <hr/>		

<p>The U.S. National Health Survey of the Public Health Service is conducting a nationwide survey in nursing homes, homes for the aged, and other related types of establishments. The purpose of the survey is to obtain certain information about the staff employed in these establishments as well as about the health of patients or residents in the establishments.</p> <p>Please complete the form and return it within 5 days to the Bureau of the Census, Washington, D.C. 20233, in the postage-paid envelope provided.</p>	<p>Your answers will be given confidential treatment by the U.S. National Health Survey and the Bureau of the Census. The information will be used for statistical purposes only, and will be presented in such a manner that no individual person or establishment can be identified.</p> <p>Thank you for your cooperation.</p>
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1. When were you born?	Month <hr/>	Year <hr/>
2. How many years have you worked as a _____?	No. of years <hr/>	No. of months <hr/>
a. in this facility?	No. of years <hr/>	No. of months <hr/>
b. in other nursing homes, homes for the aged, or similar facilities?	No. of years <hr/>	No. of months <hr/>
c. in hospitals? (NOTE TO NURSES: Do not include special duty or private duty nursing.)	No. of years <hr/>	No. of months <hr/>

3a. How many hours did you work LAST WEEK IN THIS FACILITY ONLY?	Hours <hr/>	
b. How many of these hours did you spend LAST WEEK performing EACH of the following services IN THIS FACILITY ONLY -		
(1) administration of the facility?	<hr/>	<input type="checkbox"/> None
(2) nursing care?	<hr/>	<input type="checkbox"/> None
(3) medical and dental care?	<hr/>	<input type="checkbox"/> None
(4) physical therapy?	<hr/>	<input type="checkbox"/> None
(5) occupational therapy?	<hr/>	<input type="checkbox"/> None
(6) recreational therapy?	<hr/>	<input type="checkbox"/> None
(7) speech and hearing therapy?	<hr/>	<input type="checkbox"/> None
(8) social work?	<hr/>	<input type="checkbox"/> None
(9) clerical work?	<hr/>	<input type="checkbox"/> None
(10) kitchen/dietary work, grocery shopping?	<hr/>	<input type="checkbox"/> None
(11) housekeeping services?	<hr/>	<input type="checkbox"/> None
(12) other services? (Specify service)	<hr/>	<input type="checkbox"/> None

4. Besides the hours worked IN THIS FACILITY, how many additional hours did you work in your profession LAST WEEK?	<hr/> <input type="checkbox"/> None
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Please continue on reverse side

5. What is the highest grade you completed in school?

Circle highest grade completed

a. Elementary school | 2 3 4 5 6 7 8 } *Skip to Q.7*
 b. High school | 2 3 4
 c. Junior college | 2
 d. Nursing school (diploma) . . . | 2 3
 e. College | 2 3 4 5 or more

6. Which of the following degrees do you have?

Mark all that apply

Associate degree or certificate
 Bachelor's degree
 Master's degree
 Doctorate (M.D., D.O., Ph. D., etc.)
 None of these

Major field of study

7. Which of the following professional degrees, licenses, or association registrations do you have?

Mark all that apply

Physician (M.D.)
 Physician (D.O.)
 Registered Nurse (R.N.)
 Licensed Practical or Vocational Nurse (L.P.N. or L.V.N.)
 Registered Physical Therapist (R.P.T.)
 Registered Occupational Therapist (O.T.R.)
 Other professional degree, license, or association registration (*Specify*) \rightarrow
 None of the above

8. Have you ever taken any of the following courses: \rightarrow		<i>Fill Cols. (2)-(4) for each "Yes" answer in Col. (1)</i>		
		TOTAL NUMBER of courses taken (2)	How many COURSES were taken while working for a degree or diploma? (3)	What were the TOTAL HOURS of class instruction? <i>Number of hours per week times number of weeks attended per course</i> (4)
(1)				
a. Nursing care of the aged or chronically ill?	1 <input type="checkbox"/> Yes \rightarrow 2 <input type="checkbox"/> No (8b)			
b. Medical or dental care of the aged or chronically ill?	1 <input type="checkbox"/> Yes \rightarrow 2 <input type="checkbox"/> No (8c)			
c. Mental or social problems of the aged or chronically ill?	1 <input type="checkbox"/> Yes \rightarrow 2 <input type="checkbox"/> No (8d)			
d. Physical therapy or rehabilitation?	1 <input type="checkbox"/> Yes \rightarrow 2 <input type="checkbox"/> No (8e)			
e. Occupational therapy?	1 <input type="checkbox"/> Yes \rightarrow 2 <input type="checkbox"/> No (8f)			
f. Nutrition or food services?	1 <input type="checkbox"/> Yes \rightarrow 2 <input type="checkbox"/> No (8g)			
g. Nursing home administration?	1 <input type="checkbox"/> Yes \rightarrow 2 <input type="checkbox"/> No			

Staff Information and Control Record

FORM HRS-4e (3-27-59)		U.S. DEPARTMENT OF COMMERCE BUREAU OF THE CENSUS		NOTICE - All information which would permit identification of the individual will be held in strict confidence, will be used only by persons engaged in and for the purposes of the survey, and will not be disclosed or released to others for any purposes.				Budget Bureau No. 68-569022 Approval Expires August 31, 1969		Establishment No.				
STAFF INFORMATION AND CONTROL RECORD														
Line No.	STAFF List below the names of all persons who work in this facility. Include members of religious organizations and orders who provide their services. Note: Be sure to list administrator and assistant administrator. (a)	SEX		RACE			OCCUPATIONS Enter number from Card A				DISPOSITION OF STAFF QUESTIONNAIRE		Line No.	
		M - Male F - Female	W - White N - Negro O - Other				1-11	12	13-20	21-24	(h)			
				1	2	3	Professional	Professional	Semi-professional	Non-professional	Completed	Left		Date received in R.O.
		(b)	(c)			Circle all persons (d)		Circle sample persons (e)		Circle sample persons (f)		Do not fill staff questionnaire (g)		
1														1
2														2
3														3
4														4
5														
6														76
7														77
8														78
9														79
10														80
11														81
12														82
13														83
14														84
15														85
16														86
17														87
18														88
19														89
20														90
														91
92														92
93														93
94														94
95														95
96														96
97														97
98														98
99														99
100														100
Remarks														

Current Patient Questionnaire

Name of sample person			Line No.					
1. What is -- date of birth?		Month	Day	Year	OR Age			
2. Sex		1 <input type="checkbox"/> Male		2 <input type="checkbox"/> Female				
3. Race		1 <input type="checkbox"/> White		2 <input type="checkbox"/> Negro				
		3 <input type="checkbox"/> Other nonwhite						
4a. What was his marital status at admission? . . .		1 <input type="checkbox"/> Married		2 <input type="checkbox"/> Widowed				
		3 <input type="checkbox"/> Divorced		4 <input type="checkbox"/> Separated				
		5 <input type="checkbox"/> Never married						
b. What is his marital status now?		1 <input type="checkbox"/> Married		2 <input type="checkbox"/> Widowed				
		3 <input type="checkbox"/> Divorced		4 <input type="checkbox"/> Separated				
		5 <input type="checkbox"/> Never married						
5. What was the date of his LAST ADMISSION to this place?			Month	Day	Year			
6. Which of these conditions or impairments does he have?			How long has he had this condition?					
			2	7	1	2	3	4
			No	Yes	Less than 3 mos.	3 to 5 mos.	6 to 11 mos.	12 mos. or more
a. ADVANCED senility								
b. Senility, not psychotic								
c. Other mental disorders (such as mental illness or retardation)								
d. Speech defect or paralysis (palsy) due to a stroke								
e. Other ill effects of a stroke								
f. Heart trouble.								
g. Hardening of the arteries.								
h. Paralysis or palsy not due to a stroke								
i. Arthritis or rheumatism								
j. Diabetes								
k. Any CHRONIC trouble with back or spine.								
l. PERMANENT stiffness or any deformity of the foot, leg, fingers, arm, or back								
m. Chronic conditions of digestive system (excluding stomach ulcer, hernia of abdominal cavity, liver, or gallbladder trouble).								
n. Any other conditions or impairments - Specify								
7. At his last physical examination, what was his -			Primary diagnosis? _____					
			Secondary diagnosis? _____					
			Any other diagnosis? _____					
8. During the past 7 days, which of these services did this patient receive?		1 <input type="checkbox"/> Help with dressing, shaving, or care of hair		8 <input type="checkbox"/> Temperature - pulse - respiration				
		2 <input type="checkbox"/> Help with tub bath or shower		9 <input type="checkbox"/> Full bed-bath				
		3 <input type="checkbox"/> Help with eating		10 <input type="checkbox"/> Enema				
		4 <input type="checkbox"/> Rub or massage		11 <input type="checkbox"/> Catheterization				
		5 <input type="checkbox"/> Administration of medications or treatment		12 <input type="checkbox"/> Bowel or bladder retraining				
		6 <input type="checkbox"/> Special diet		13 <input type="checkbox"/> Blood pressure				
		7 <input type="checkbox"/> Application of sterile dressings or bandages		14 <input type="checkbox"/> Irrigation				
				15 <input type="checkbox"/> Oxygen therapy				
				16 <input type="checkbox"/> Intravenous injection				
				17 <input type="checkbox"/> Intramuscular injection				
				18 <input type="checkbox"/> Subcutaneous injection				
				19 <input type="checkbox"/> Intradermal injection				
				20 <input type="checkbox"/> Nasal feeding				
				OR				
				21 <input type="checkbox"/> None of the above services received				
9a. Does he USE eyeglasses?		1 <input type="checkbox"/> Yes		2 <input type="checkbox"/> No				
b. Does he USE a hearing aid?		1 <input type="checkbox"/> Yes		2 <input type="checkbox"/> No				
10. Does he use any of the following aids -			For what condition(s)?					
a. walker?		2 <input type="checkbox"/> No	1 <input type="checkbox"/> Yes	_____				
b. crutches?		2 <input type="checkbox"/> No	1 <input type="checkbox"/> Yes	_____				
c. braces?		2 <input type="checkbox"/> No	1 <input type="checkbox"/> Yes	_____				
d. wheelchair?		2 <input type="checkbox"/> No	1 <input type="checkbox"/> Yes	_____				
e. any other aids?		2 <input type="checkbox"/> No	1 <input type="checkbox"/> Yes	_____				
		Specify _____						
Footnotes								

11. Which of these categories best describes his ability to move about?	Check	Does this require extra nursing time?	How long has he been this way?				If less than 6 months, ask: How was he before that? Enter letter
			Less than 3 mos. 1	3 to 5 mos. 2	6 to 11 mos. 3	12 mos. or more 4	
a. Capable of going off the premises with or without assistance							
b. Confined to the premises, but does not use a wheelchair							
c. Needs a wheelchair but requires minimal help in getting around		1 <input type="checkbox"/> Y 2 <input type="checkbox"/> N					
d. Generally confined to bed but up in wheelchair for at least a few hours a day		1 <input type="checkbox"/> Y 2 <input type="checkbox"/> N					
e. Restricted to total bed rest		1 <input type="checkbox"/> Y 2 <input type="checkbox"/> N					
12. How well can he hear?							
a. Can hear a telephone conversation on an ordinary telephone (a telephone without an amplifier)							
b. Can hear most of the things a person says							
c. Can hear a few words a person says		1 <input type="checkbox"/> Y 2 <input type="checkbox"/> N					
d. Can hear only loud noises		1 <input type="checkbox"/> Y 2 <input type="checkbox"/> N					
e. Can't hear anything		1 <input type="checkbox"/> Y 2 <input type="checkbox"/> N					
13. How well can he see?							
a. Can read ordinary newspaper print with or without glasses							
b. Can watch television across the room (8 to 12 feet)							
c. Can recognize the features of people he knows if they are within 2 to 3 feet							
d. Is blind (If blind ask c., mark here)		1 <input type="checkbox"/> Y 2 <input type="checkbox"/> N					
14. How much control does he usually have over his bowels and bladder -- normally does he --							
a. Control bladder and bowels?							
b. Control bladder but not bowels?		1 <input type="checkbox"/> Y 2 <input type="checkbox"/> N					
c. Control bowels but not bladder?		1 <input type="checkbox"/> Y 2 <input type="checkbox"/> N					
d. Not control bowels or bladder?		1 <input type="checkbox"/> Y 2 <input type="checkbox"/> N					
e. Is catheterized?		1 <input type="checkbox"/> Y 2 <input type="checkbox"/> N					
15. Does this patient's behavior require more than the usual nursing time because he is forgetful, uncooperative or disturbing?							
a. No more than usual							
b. Slightly more							
c. Moderately more							
d. Much more							
ITEM A -- If patient was not here for full month, check here <input type="checkbox"/> and go to next person.							
16a. Last month, what was the charge for his lodging, meals, and nursing care? Do not include private duty nursing.							\$.
b. What was the TOTAL charge for his care last month?							\$.
17a. What were the sources of payment for his care last month? Check all that apply							
<input type="checkbox"/> Own income or family support (private plans, retirement funds, social security, etc.)		<input type="checkbox"/> Other public assistance or welfare		<input type="checkbox"/> Initial payment -- life care			
<input type="checkbox"/> Medicare (Title XVIII)		<input type="checkbox"/> Church support		<input type="checkbox"/> Other -- Specify _____			
<input type="checkbox"/> Medicaid (Title XIX)		<input type="checkbox"/> VA contract					
b. What was the PRIMARY source of payment for his care last month? Mark one only							
1 <input type="checkbox"/> Own income or family support (private plans, retirement funds, social security, etc.)		4 <input type="checkbox"/> Other public assistance or welfare		8 <input type="checkbox"/> Other -- Specify _____			
2 <input type="checkbox"/> Medicare (Title XVIII)		5 <input type="checkbox"/> Church support					
3 <input type="checkbox"/> Medicaid (Title XIX)		6 <input type="checkbox"/> VA contract					
		7 <input type="checkbox"/> Initial payment -- life care		9 <input type="checkbox"/> None			
<input type="checkbox"/> Patient was not here in December 1968 (Next patient)							
18. What were all of his sources of payment for December 1968?							
<input type="checkbox"/> Same as 17a-b							
<input type="checkbox"/> Own income or family support (private plans, retirement funds, social security, etc.)		<input type="checkbox"/> Medicaid (Title XIX)		<input type="checkbox"/> VA contract			
<input type="checkbox"/> Medicare (Title XVIII)		<input type="checkbox"/> Other public assistance or welfare		<input type="checkbox"/> Initial payment -- life care			
		<input type="checkbox"/> Church support		<input type="checkbox"/> Other -- Specify _____			

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