

## **CAHPS Hospice Survey Podcast for Hospices – Transcript**

### **The Data Collection Process**

Presentation available at [https://hospicecahpsurvey.org/4\\_data-collection.mp4](https://hospicecahpsurvey.org/4_data-collection.mp4)

Updated December 2019

#### *Slide 1*

Welcome to the CAHPS Hospice Survey: Podcast for Hospices series. These podcasts were created for administrators and other staff members at hospice organizations. In this podcast, we will provide an overview of the different survey modes, the languages the survey may be conducted in, the schedule for data collection and data submission, and guidelines for what survey data your vendor may provide to your hospice.

#### *Slide 2 – Survey Administration Timeline*

One of your hospice's requirements is to send a monthly sample file to your survey vendor. The sample file must be sent by the date you have agreed on with your survey vendor, so that they can begin fielding surveys in accordance with the data collection timeline.

The survey vendor then selects the sample of cases that will be fielded for the given data collection month.

Data collection for sampled decedents/caregivers must begin two months following the month of patient death. For example, data collection for patients who died in January 2016 will begin starting April 1, 2016.

Regardless of the mode of survey administration, the data collection period lasts 42 days.

Once data collection is completed, your survey vendor cleans and prepares the data file for submission to the CAHPS Hospice Survey Data Warehouse. Data submissions are made quarterly.

#### *Slide 3 – Timeline*

Here, you will see an overview of the data collection and data submission timeline.

Data collection begins two months following the month of patient death. The data submission deadlines happen quarterly during the calendar year.

The yearly data collection timelines, with actual calendar dates, are posted on the CAHPS Hospice Survey Web site.

#### *Slide 4 – Survey Modes*

There are three different modes of survey administration that your hospice may choose between: mail only, phone only, and mixed mode, which is mail with phone follow up. Regardless of the mode selected, the questions in the survey are the same. Survey vendors may not necessarily administer all three modes of survey administration, which is something your hospice should consider before choosing a vendor. This section will describe the way each mode of survey administration works.

#### *Slide 5 – Mail Only*

For the mail only mode, survey vendors send sampled caregivers a first questionnaire with a cover letter within the first seven days of the field period. A second questionnaire with a follow-up cover letter must be sent to all sampled caregivers who did not respond to the first questionnaire, approximately 21 calendar days after the first questionnaire mailing.

Note that if a decedent/caregiver case is found to be ineligible at any point in the data collection process, survey administration for that caregiver is discontinued.

#### *Slide 6 – Telephone Only*

For the phone only mode, telephone interviewers will call the sampled caregiver to complete the survey over the phone. A maximum of five phone attempts are made over 42 days in order to complete the telephone interview.

#### *Slide 7 – Mixed Mode*

For the mixed mode, survey vendors first send sampled caregivers a questionnaire in the mail within the first seven days of the field period. If the sampled caregiver does not respond after 21 days, the survey vendor follows up by making up to five phone attempts in order to complete the interview over the phone.

#### *Slide 8 – Languages*

The CAHPS Hospice Survey is available in several different languages. Currently, the Mail Only Mode is available in English, Spanish, Chinese, Russian, Portuguese, Vietnamese, Polish, and Korean. The Phone Only Mode and Mixed Mode are available in English and Spanish.

Hospices with a significant caregiver population that speaks any of these languages are strongly encouraged to offer the survey in those languages.

Please note that survey vendors are not required to offer the survey in languages other than English. Before contracting with a survey vendor, make sure they are able to administer the survey in the language or languages that are needed for your caregiver population.

*Slide 9 – Receiving Survey Data from your Survey Vendor*

Some survey vendors will provide reports about your hospice's survey responses. Note that these reports are not official CMS results and should not be reported as such. They should be used for quality improvement purposes only.

Any responses that identify a decedent or caregiver, either directly or indirectly, should not be shared with direct care staff. These responses may be used by the hospice's management and/or quality improvement personnel.

*Slide 10 – CAHPS Hospice Survey Technical Assistance*

More information on these topics can be obtained at the CAHPS Hospice Survey website at: [www.hospicecahpsurvey.org](http://www.hospicecahpsurvey.org), by email at [hospicecahpsurvey@hsag.com](mailto:hospicecahpsurvey@hsag.com), or by calling 1-844-472-4621.

[END OF FILE]