

Ohio Department of Aging 2016 Family Satisfaction Survey Family List Instructions

Go to <http://bit.ly/odafamilysurvey> and download the Excel Template. The template is in Excel 2010 format.

	A	B	C	D	E	F	G
1	2016 Family Satisfaction Survey Family List Template						
2							
3	Name of Facility			Step 1: Enter the name of the facility (cell B3). <i>Each Residential Care Facility and Nursing Home must submit separate spreadsheets even if they are co-located on the same campus. Refer to the letter sent to the administer for each facility.</i>			
4							
5	Facility contact person:			Step 2: Enter the name of the facility contact (cell B5).			
6							
7	Email address:			Step 3: Enter the facility contact's email address (cell B7).			
8							
9	Current facility census:			Step 4: Enter the current facility census (cell B9).			
10							
11	# names submitted:	2		Step 5: No data entry; this cell automatically calculates.			
12							
13	First Name	Last Name	Street Address	City	State	ZIP Code	If this person is the contact for more than one resident, enter the number of residents they represent below (otherwise leave blank):
14	John	Doe	123 Main Street	Anytown	OH	12345	
15	Jane	Smith	ABC Guardianship Services, 456 High Street	Somewhere	OH	87890	3
16	Step 6: Starting at row 14, enter a first name, last name, street address, city, state and ZIP code for a family member or friend of each current resident of the nursing home . NOTE: Do not enter any resident information on the list.			Step 7: In column G enter the number of residents the family member or friend represents (if they represent more than one resident).			
17	Step 8: Encrypt and save the document with the password and file name assigned by the Ohio Department of Aging (ODA). Refer to the letter sent to the facility administrator. If you do not have the letter call the family satisfaction survey helpline at 1-844-781-0233.						
18	Step 9: Email the file to: familysurvey@age.ohio.gov .						
19							
20							
21							

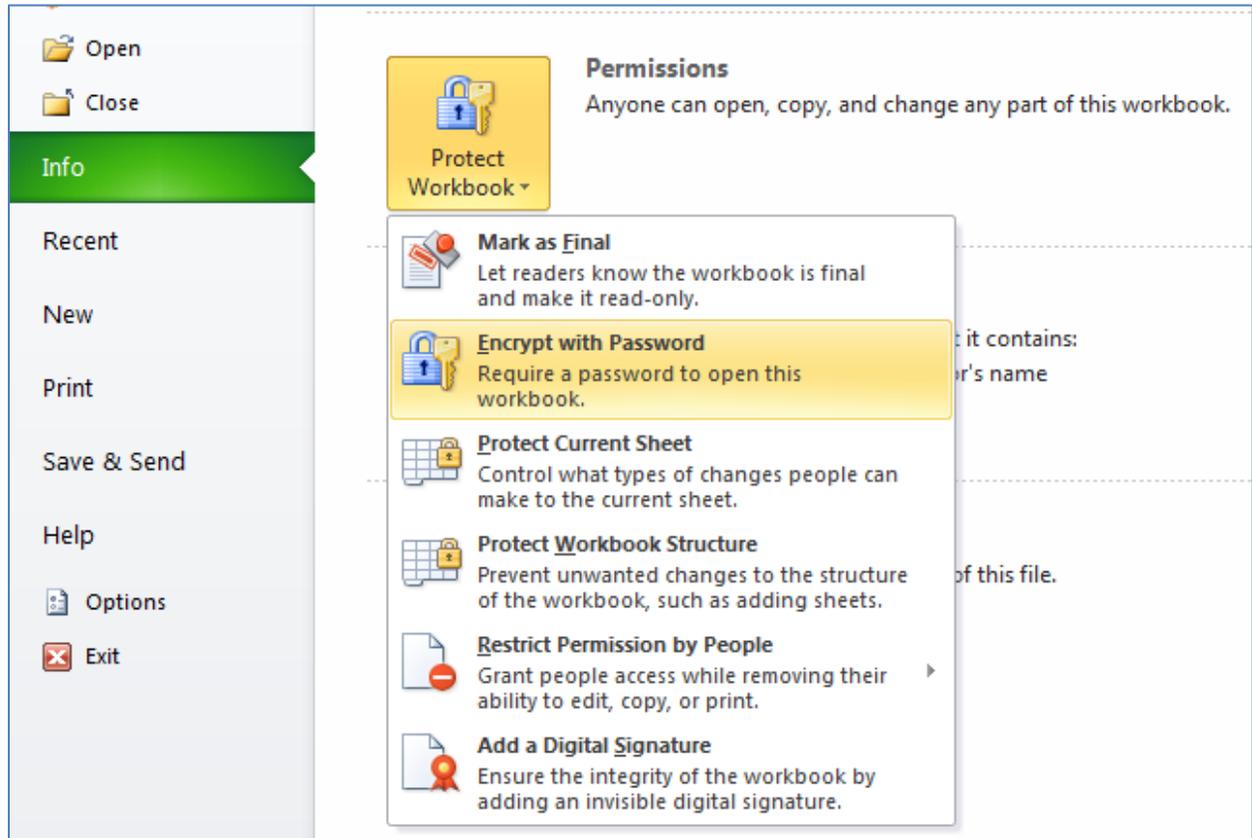
1. In cell B3, enter the name of the facility.
Important: Each Residential Care Facility and Nursing Home must submit separate spreadsheets even if they are co-located on the same campus. Refer to the letter sent to the administer for each facility.
2. In cell B5, enter the name of the facility contact*.
3. In cell B7, enter the facility contact's email address*.
4. In cell B9, enter the current facility census.
5. No data entry. Cell B11 automatically calculates.
6. Starting at row 14, enter a first name, last name, street address, city, state and ZIP code **for a family member or friend of each current resident of the nursing home**. NOTE: **Do not enter any resident information on the list.**
7. In column G, enter the number of residents the family member or friend represents-- if they present more than one resident. Example: a guardian or family member of multiple residents.
8. **Encrypt and save the document with the password and file name assigned by the Ohio Department of Aging.**
 - Refer to the letter sent to the facility administrator. If you do not have the letter call the family satisfaction survey helpline at 1-844-781-0233.
 - To encrypt with password and save the file, follow the steps on the following pages.
9. Email the file to: familysurvey@age.ohio.gov.
Do not submit other forms/templates of family lists.

*This information is used used for follow-up questions or clarification and to send updates to the family survey process.

Ohio Department of Aging 2016 Family Satisfaction Survey Family List Instructions

How to Encrypt with Password and Save Excel 2016, 2013 and 2010 Workbooks

1. Refer to the letter sent to the facility administrator for the password and file name. If you do not have the letter call the family satisfaction survey helpline at 1-844-781-0233.
2. Click File > Info > Protect Workbook > Encrypt with Password.

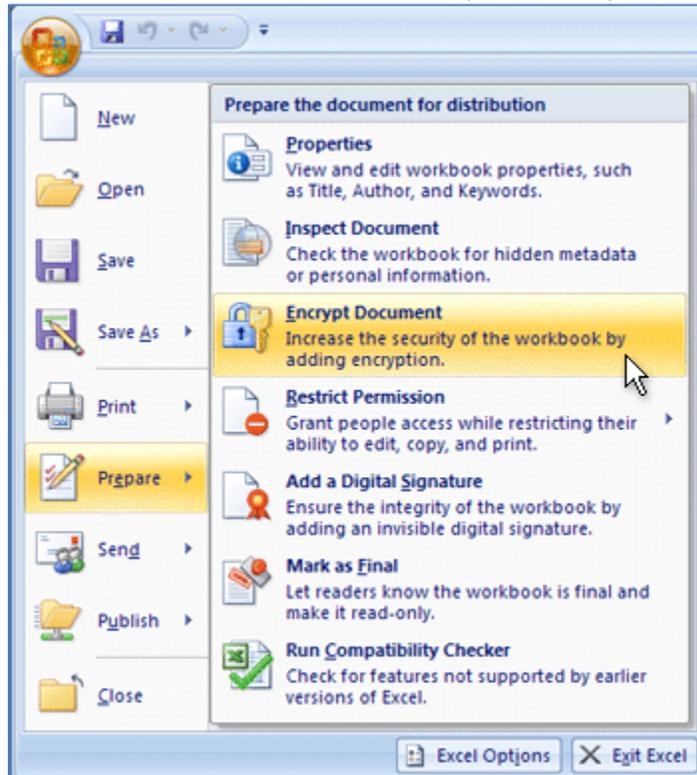


3. In the Encrypt Document box, type the password assigned by the Ohio Department of Aging and click OK.
4. In the Confirm Password box, type the password again, and then click OK.
5. Save the document.
 - Open the File menu then click Save As.
 - Save the file with the file name assigned by the Ohio Department of Aging. The file name will be in the format OH999999.xls or OHL999999.xls.
6. Email the file to: familysurvey@age.ohio.gov
Do not submit other forms/templates of family lists.

Ohio Department of Aging 2016 Family Satisfaction Survey Family List Instructions

How to Encrypt with Password and Save Excel 2007 Workbooks

1. Refer to the letter sent to the facility administrator for the password and file name. If you do not have the letter call the family satisfaction survey helpline at 1-844-781-0233.
2. Click the Microsoft Office button , point to Prepare, and then click Encrypt Document



3. In the Password box use the password assigned by the Ohio Department of Aging, then click OK.
 - In the Reenter Password box, type the password again, and then click OK.
4. Save the document. Click the Microsoft Office button , then click Save.
 - Save the file with the file name assigned by the Ohio Department of Aging.
 - The file name will be in the format OH999999.xls.
5. Email the file to: familysurvey@age.ohio.gov
Do not submit other forms/templates of family lists.

Ohio Department of Aging 2016 Family Satisfaction Survey Family List Instructions

How to Encrypt with Password and Save Excel 2003 Workbooks

1. Refer to the letter sent to the facility administrator for the password and file name. If you do not have the letter call the family satisfaction survey helpline at 1-844-781-0233.
2. Open the File menu then click Save As.
3. From the Tools menu, click Options.
4. Click on the Security tab in the upper section of the Options menu box.
5. Type the password assigned by the Ohio Department of Aging into the Password to Open box.
6. Type the password assigned by the Ohio Department of Aging into the Password to Modify box.
7. Click OK.
8. Wait to be prompted and then retype your password to confirm.
9. Click Save.
10. Wait to be prompted and click Yes to replace the existing workbook.
11. Email the file to: familysurvey@age.ohio.gov
Do not submit other forms/templates of family lists.