# Frequently Asked Questions: DAL 25-13

## 1. What is the purpose of this Quarterly Adult Care Facility Roster?

The Quarterly Adult Care Facility Roster has been implemented to improve the integrity of data provided by Adult Homes, which ultimately will benefit residents as the data is used to inform programming and policies aimed at improving the health and safety of adult home residents.

## 2. Do all Adult Care Facilities need to report quarterly or just those that have been identified as having a resident with Serious Mental Illness?

The Quarterly ACF Facility Roster is required for all Adult Homes.

## 3. What dates are each quarter?

The Quarterly dates are as follows:

Quarter 1 is January 1, XXXX-March 31, XXXX

Quarter 2 is April 1, XXXX-June 30, XXXX

Quarter 3 is July 1, XXXX-September 30, XXXX

Quarter 4 is October 1, XXXX-December 31, XXXX

## 4. When does the facility add or remove a resident to the Quarterly Adult Care Facility Resident Roster?

The Adult Home adds a resident when a new resident moves in during the reporting quarter.

The Adult Home removes a resident when a resident moves out during the reporting quarter.

## 5. What if a resident is discharged and readmitted during the same quarter?

The resident record must be reported only once using the most recent admission date.

## 6. Why doesn't my number of residents match the number of residents being reported for the quarter?

Q1 reflects how many residents lived in the facility during the quarter being reported. This information only pertains to the current number of residents plus any new admissions during this quarter.

## 7. How do I account for those residents that are discharged or deceased in a specific quarter?

The facility would select Edit on the right side of the resident entry # which is assigned when the facility is adding the residents to the initial roster, and this is where a drop down will pop up to select the resident first name, last name, Date of Birth, and Resident sex. Then, from the list provided above the first name, select the # that applies to where the resident was discharged to, the discharge date, and then scroll to the bottom of the page and save all, and finally select review and submit. Do not delete a resident during a quarter – the deletion will be completed in the next quarter. The reasoning is that even though a resident was discharged in a specific quarter, they must still be accounted for in that quarter.

**8.When do facilities add admissions? Upon admission or not until the next quarter?**

Admissions are always added to the facility roster upon admission date and counted in the total number provided in Q1 - which is the total number of residents living in the facility in each quarter.

**9**. **How can the total number exceed the bed capacity in each quarter?**

This roster is not a census.  The total number of residents that were in the facility during a 3-month quarter is what is counted, whether they are still there or not.

**10. When do the residents that have been discharged get removed and how do they get removed?**

The residents that were discharged in a specific quarter will show as discharged by the facility having edited the status in the facility roster however are not deleted until the next quarter.