



Welcome to the 2010 Aging Services Compensation Survey. This year's compensation only survey is guaranteed to be short and simple to complete. Some of the features of the survey are:

1. An hardcopy worksheet is attached to this email.
2. Printing your results as you complete the survey is easily accomplished.
3. If you find that you need to stop and come back to the online survey form at a later time, you will be able to do so at any time after you click continue at the bottom of any page of the survey. When you return to the survey you will automatically be taken to the point at which you left off.
4. All job descriptions require that you answer only 4 questions.
5. The entire report will be electronic, and delivered in about half the usual time.

The survey covers pay rates in subsidized, independent living, residential communities, skilled nursing facilities, communities that combine several levels of care at one site, and in the corporate and headquarters units of organizations that own or manage such communities. In the survey report, compensation will be broken out by employer type, number of licensed beds, number of housing units, number of full-time staff, and 14 geographic areas.

The research consulting firm of Vital Research, LLC has developed the online format and is conducting the survey for Aging Services, thus ensuring confidentiality of community data.

We want to thank you for participating in this survey and look forward to any comments you may have.



Getting Started

The survey will become available on June 21, 2010. You will receive an email notification, which will also include the web site where you can access the survey.

The Aging Services 2010 Compensation survey can be completed all at once or incrementally. If you find, that you need to stop and come back to the online survey form at a later time, you will be able to do so at any time by first clicking on the **“Continue”** button at the bottom of each page, then clicking on the **“Exit Survey and Return Later”** area that appears at the top right hand corner of each page of the survey. When you return to the survey you will automatically be taken to the point at which you left off provided that you are **using the same computer you used when you exited the survey**. Upon returning to the survey, you can make changes to prior pages or proceed forward through the survey.

Please complete this survey for each participating community. In some exceptional cases, as when two or more communities share staff and are managed by a single administrator, such communities may be reported as one survey response. Otherwise, each community and its staff should be reported separately. **If you have any technical questions about this survey, please contact Dr. Harold Urman at (888) 848-2511 or email him at hurman@vitalresearch.com.**

Attached is *Survey Primer*, which provides general guidelines to assist you in completing the survey more quickly and easily.

A *Position Descriptions* is also included. Use this to match your job titles with the jobs in the survey. If you have a job that does not seem to match anything in the survey, especially the salary range, **DO NOT include that job in your reporting**. If you need either of these documents emailed to you, please contact Harold Urman at hurman@vitalresearch.com.