

Instructions for the NHCA/NALA Nursing Facility or Assisted Living Wage Survey Excel Spreadsheet

Use of the Excel spreadsheet requires Microsoft Excel, 97 or newer. An Adobe PDF version of our nursing facility and our assisted living facility forms are also available on our website. Bear in mind that the Excel version only requires simple data entry and does not require proficiency with any advanced Excel functions.

The nursing facility or assisted living facility Excel or Adobe PDF files can be downloaded from our Website at:

Nursing Facility: <http://www.nehca.org/nhca/research.htm>

Assisted Living: <http://www.nehca.org/nala/research.htm>

Instructions for the Excel form:

Note: If you are not comfortable with Excel, don't hesitate to use the paper forms.

1. To prevent losing your work, upon opening the NHCA/NALA Wage Survey Excel spreadsheet, be sure to save it at once to one of your familiar directories using "save as" under the "File" menu or by right-clicking Web link. (This is the case with any MS Office file. MS Office files opened directly from the Web or an email attachment are saved to a "temporary directory" and are not permanently saved upon closing Excel. Data entered into the spreadsheet without saving using "save as" will not be permanently saved to your computer nor automatically submitted to NHCA via the web.)
2. Complete your facility's information and identify the person completing the form including contact information in rows 1-3.
3. Only one facility's information may be entered on a single form, whether using the hand-written or Excel version. Grouping of multiple facilities into a single form is not permitted. This allows NHCA/NALA to better analyze statewide data.
4. In the columns identified please, enter identified data. For definitions of column information please refer to the "Instructions and Descriptions" documents located at the websites listed above.
5. For positions not used by the facility, please leave these fields blank.
6. Upon completion of the document save and send the file as an attachment to nhca@nehca.org or for printed copies, mail/fax to NHCA at:
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Lincoln NE 68521
402-475-6289- FAX