

The National Long-Term Care Ombudsman Resource Center

National Ombudsman Reporting System (NORS) Training Part IV

Ombudsman Program Activities

May 29, 2019 (revised October 2019)

Agenda

- Administration for Community Living's perspective
- Part IV Training Materials
 - Part IV Basic Principles
 - NORS Table 3: State Program Information
 - Quiz
 - Quiz Answer Sheet
- Quiz Activity
- Questions and Answers
- Resources

Louise Ryan

Ombudsman Program Specialist

Administration on Aging /Administration for Community Living

- We are shifting to a new way of receiving your states' data but the fundamentals of NORS are the same.
- We have changed some language, such as Residential Care Community (RCC), but it does not change what you call RCC's in your state.
- We are asking for additional data on visits to better reflect the important work that you do.
- We also want to have more data on the activities and services provided to residents and staff in Residential Care Communities

Data is used by ACL/AoA to describe and promote the Ombudsman program

- Important to not over count activities
- NORS does not (and never has) capture all program activities.
- States may choose to collect additional state-level data



- All recorded webinars and training materials are available on the NORC site
- You are encouraged to use these NORS materials to train representatives

- Future NORS training
 - Revised NORS FAQs and webinar
 - On-demand NORS training course
 - In-depth technical assistance and training for State Ombudsmen

NORS Training Part IV: Ombudsman Program Activities

The three documents for the revised Part IV NORS training materials are:

- Basic Principles
- Quiz
- Quiz Answer Sheet

https://ltcombudsman.org/omb_support/nors/revised-nors-data-collection

NOTE: The NORS codes and definitions used in these materials are taken from the ACL tables 1-3 and are not to be modified.



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Ombudsman S-68

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> > ¹ ACL Table 3: State

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Ombudsman Resource Center

PART IV QUIZ ANSWER SHEET

PART IV QUI

NATIONAL OMBUDSMAN REPORTING SYSTEM (NORS) TRAINING PART IV

Ombudsman Program Activities Quiz Answer Sheet on Codes S-51 through S-68

REMINDER: Throughout these training materials "Ombudsman" is used as a generic term that may mean the state Ombudsman, a representative of the Office, or the Ombudsman program. Use the NORS tables developed by the Administration for Community Living/Administration on Aging (ACL/AoA) with these training materials when indicated (Table 1: NORS Case and complaint codes, values and definitions; Table 2: NORS Complaint codes and definitions; and Table 3 state Program Information, OMB Control Number 0985-0005). The NORS codes and definitions used in these materials are taken from the ACL tables 1-3 and are not to be modified.

Each person taking the quiz needs to have NORS, Table 3 State Program Information, Part H, as a reference for the definitions of terms, the codes and values, and examples and reporting tips, to answer the quiz questions. This Quiz covers sections 5-4 through 5-68.

If questions arise regarding the Part IV quiz answers, refer to Table 3 for additional information.

Some of the answers in the quiz will be easy and obvious to code when entering data into your software system. They are included in the quiz to introduce some of the reporting data elements that are being collected in this version of NORS.

Training for staff of nursing facilities and residential care communities: Codes 5-51 and 5-52

 You conduct an in-service training at a nursing facility in your area. To make the training available to all staff, you present the training at two different times during the day.

Who's the audience? Nursing facility staff How many sessions? 1

You are repeating the training content for one facility. The staff attendance is split between the two sessions on the same day.

You conduct a training for staff in a residential care community. Another residential care community requests the same training program and you conduct the session for that community.

Who's the audience? Residential care community staff How ma

How many sessions? 2

May 2019 | 1

NORS Training Part IV: Basic Principles

Most of the data elements for the State Program Information in the ACL Table 3: State Program Information is compiled and written by the Office of the State Ombudsman



NORS Training Part IV: Basic Principles

NORS does not capture all program activities. States may choose to collect additional data on training, facility visits, survey participation, participation in resident and family councils, and community education.



Basic Principles - Training

The Office of State Long-Term Care Ombudsman will report the following data elements for training provided to representatives annually.

- Certification Training Hours: The total hours of training required for an individual (paid or volunteer) to achieve certification which allows an individual to be eligible for designation as a representative of the Office of State LTC Ombudsman.
- Continuing Education: The annual number of hours of in-service hours required for all representatives of the Office to maintain designation.
- Individuals Completing Certification Training: The total number of individuals (paid or volunteer) completing certification training within the federal fiscal year.

Basic Principles - Training

Training for Facility Staff by Ombudsmen

- Report the number of sessions conducted, and
- the type of facility (nursing facility or residential care community) based on the facility affiliation of most of the participants for each session.

In-Person Training

 Report each training instance as a separate session even if repeated at the same facility, such as at different shifts, or when repeated at a conference.

Examples:

- The program provided an abuse prevention training to the morning and evening shift at a nursing home this equals two sessions.
- The program provided morning and afternoon residents' rights training at an assisted living provider conference over two days. This equals four sessions.

Basic Principles - Training

- Distance Learning (webinar, online courses, conference calls)
 - To report distance learning there must be a way to track that participants completed the training and their facility affiliation.
 - Regardless of the number of attendees, a distance learning training program that tracks completion numbers and facility affiliation counts as one session. If an Ombudsman program offers distance learning on a variety of topics, each training topic at least one person completes counts as one session.

Example:

• There are two online training programs on residents' rights, one is for nursing facilities and the other is for residential care communities. The content of each is specific to the facility type. Therefore, the state will report two sessions in NORS, one under each facility type, provided at least one person completed each online training program.

Basic Principles – Facility Visits

- Number of facilities visited regardless of the purpose (complaint or non-complaint).
 - Definition: Total number of nursing facilities or residential care community facilities that received
 at least one visit by a representative of the Office during the reporting year, regardless of the
 purpose of the visit.
- The total number of all visits.
 - **Definition:** Total number of nursing facility and residential care community facility visits no matter the purpose of visit (complaint or non-complaint related) by representatives of the Office.
- Number of facilities that had routine access.
 - **Definition:** Total number of nursing facilities and residential care community facilities visited, not in response to a complaint, in all four quarters by representatives of the Office.

Basic Principles – Survey Participation

- Report each distinct type of survey activity as one instance by facility type.
 - **Definition:** Report the total number of instances of survey activity by representatives of the Office.
 - Example: Include participation in both standard surveys and complaint surveys.

- You may have more than one survey participation activity associated with one survey in one facility.
 - **Example:** A surveyor calls you prior to entering the building, and you provide information about your observations during your visits and the type of complaints you've handled. You also attend the exit survey. This would count as two instances of survey participation.

Basic Principles – Resident Council and Family Council Participation

 Report each distinct type of resident or family council participation as one instance by facility type. Participation includes meeting with council leadership, training the council, and/or attending a council meeting.

Tips

- If technical support, consultation, or resource information is provided to a resident council or family council outside of a council meeting, report that activity as an information and assistance activity (S-55).
- If two Ombudsmen attend the same resident or family council meeting that participation should be reported as one instance.

Basic Principles – Community Education

Report each instance of community education outreach sessions by Ombudsmen.

Tips

- Use for attendance at health fairs, community events, general presentations, etc.
- The number of individuals attending the community education event is not collected in NORS.
- If a community education session is provided by distance learning (such as a webinar, on-demand course, or conference call) there must be a way to track that participants completed the session in order to report it as a session in NORS.
- Newsletters, blogs, and other forms of media do not count as community education.
- If two Ombudsmen participate in the same community education event, it counts as one instance.

Part IV Quiz Directions

Administration for Community Living/Administration on Aging- Office of Long-Term Care Ombudsman Programs

National Ombudsman Reporting System (NORS) Table 3: State Program Information MB Control Number 0985-0005 Expiration Date: 04/30/2021

State Program Data Elements

States will submit a wide range of elements describing their statewide Ombudsman program grouped into a range of categories. Each of these sets of element is presented in the subsections below.

Part A-Complaint Example

States will submit complaint example data that provide narrative description and disposition information regarding two to three closed complaints during the reporting period.

Composite Data Element	Element Description	Quantifier	Туре	Codes and Values	Examples and Reporting Tips
Complaint Example	Provides information regarding two to three complaints during the reporting period.	Multiple	Composite data element subsuming element numbers S01-S06	Not Applicable (NA) (not a coded element)	Selection of complaint examples is at the State Ombudsman's discretion.

Elements included for each case example:

Element Number	Data Element	Element Definition	Quantifier	Туре	Codes and Values	Examples and Reporting Tips
S-01	Facility or Setting	Type of Facility or setting for the complaint.	Single per complaint example	Alphanumeric	See Table 1, CA-04	Select one example from a nursing facility, and one from a residential care community facility. A third example is optional.

S-02

Part H: Ombudsman Program Activity Data Elements

Num	nber	Element	Element Description	Quantifier	Туре	Codes and values	Examples and Reporting Tips
S-48	3	Certification training hours	Total hours of training required for an individual (paid or volunteer) to achieve certification which allows an individual to be eligible for designation as a representative of the Office of Stale LTC Ombudsman.	Single	Numeric	NA (not a coded element)	If a state has various levels of training based on volunteer or paid status, select the minimum number of training hours required to perform the duties as a representative of the Office. It must be a whole number.
S-49	9	Continuing education	Annual number of hours of in-service training required for all representatives of the Office.	Single	Numeric	NA (not a coded element)	If a state has various levels of continuing education requirements based on volunteer or paid status, select the minimum number of continuing education hours required to maintain ability to perform the duties as a representative of the Office. It must be a whole number.
S-50)	Number of individuals completing certification training	Total number of individuals (paid or volunteer) completing certification training within the federal	Single	Numeric	NA (not a coded element)	Report number of individuals who completed training even if they have not started fulfilling the duties of a representative of the Office. If must be a whole number
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- Refer to *NORS, Table 3 State Program Information, Part H,* as a reference for the definitions of terms, the codes and values, and examples and reporting tips, to answer the quiz questions.
- This Quiz covers sections S-51 through S-68.

TRAINING FOR FACILITY STAFF

Codes S-51 and S-52 (ACL NORS Table 3)

Scenario 1 - Example

You conduct an in-service training at a nursing facility in your area. To make the training available to all staff, you present the training at two different times during the day.

The audience is nursing facility staff. Two Sessions are documented.

Scenario 2 - Poll

You conduct a training for staff in a residential care community. Another residential care community requests the same training program and you conduct the session for that community. **The audience is residential care community staff.**

- 1) 1 session
- 2) 2 sessions

Scenario 2 - Answer

You conduct a training for staff in a residential care community. Another residential care community requests the same training program and you conduct the session for that community. **The audience is residential care community staff.**

- 1) 1 session
- 2) 2 sessions

Scenario 3 - Poll

Your local Ombudsman program developed a web-based, on-demand training on residents' rights for facility staff that tracks information about each person who completes the course. When you review the information report on the course, you see that some of the training was viewed by 100 people. By the end of the year, 50 people completed the entire course. More than half of the individuals who completed the course were nursing facility staff. **The audience is nursing facility staff.**

- 1) 1
- 2) 100
- 3) 50

Scenario 3 - Answer

Your local Ombudsman program developed a web-based, on-demand training on residents' rights for facility staff that tracks information about each person who completes the course. When you review the information report on the course, you see that some of the training was viewed by 100 people. By the end of the year, 50 people completed the entire course. More than half of the individuals who completed the course were nursing facility staff. **The audience is nursing facility staff.**

- 11
- 2) 100
- 3) 50

Scenario 4 - Poll

Your local Ombudsman program creates an abuse reporting training and offers it as a web-based training on the program's website. No registration is required. You can see a report of the number of times the abuse reporting training page is viewed but no other user data is available. **The audience is Unknown.**

- 1) 1 session
- 2) 0 sessions

Scenario 4 - Answer

Your local Ombudsman program creates an abuse reporting training and offers it as a web-based training on the program's website. No registration is required. You can see a report of the number of times the abuse reporting training page is viewed but no other user data is available. **The audience is Unknown.**

- 1) 1 session
- **0** sessions

INFORMATION AND ASSISTANCE

Codes S-53 through S-55 (ACL NORS Table 3)

Scenario 5 - Poll

Mrs. Petro emails the Ombudsman program asking for information regarding a nursing home care plan conference for her husband. You respond and attach information about how to prepare for a care plan conference. A couple of days later, Mrs. Petro emails you with another request asking how to learn what the current care plan says and how to get the home to include her ideas in a new plan. You respond with detailed answers to Mrs. Petro's questions and include links to specific resources.

Question: How many information and assistance (I&A) instances?

- 1) It's a complaint
- 2) 1 I&A
- 3) 2 I&A

Scenario 5 - Answer

Mrs. Petro emails the Ombudsman program asking for information regarding a nursing home care plan conference for her husband. You respond and attach information about how to prepare for a care plan conference. A couple of days later, Mrs. Petro emails you with another request asking how to learn what the current care plan says and how to get the home to include her ideas in a new plan. You respond with detailed answers to Mrs. Petro's questions and include links to specific resources.

Question: How many information and assistance (I&A) instances?

- 1) It's a complaint
- 2) 1 I&A 3 2 I&A

Scenario 6 - Poll

Kathy Perez, the social worker at Peaceful Acres Assisted Living, calls you asking for a residents' rights poster and tips on how to keep residents informed of their rights. You share a few tips over the phone. That day, you mail the poster to the facility address. Later, you remember a resource list of ideas related to keeping residents informed of their rights and you send that resource to Kathy. **This counts as one information and assistance instance.**

Question: What type of facility?

- 1) Nursing facility
- 2) Residential care community
- 3) Board and care

Scenario 6 - Answer

Kathy Perez, the social worker at Peaceful Acres Assisted Living, calls you asking for a residents' rights poster and tips on how to keep residents informed of their rights. You share a few tips over the phone. That day, you mail the poster to the facility address. Later, you remember a resource list of ideas related to keeping residents informed of their rights and you send that resource to Kathy. **This counts as one information and assistance instance.**

Question: What type of facility?

- Nursing facility
- 2) Residential care community
- 3) Board and care

OMBUDSMAN VISITS

Codes S-57, S-58, S-60, and S-61 (ACL NORS Table 3)

For these scenarios...

- Assume all visits in each scenario are to the same facility.
- Document all visits by the type of facility: nursing home or residential care community.
- Visits may be associated with additional activities also documented as NORS codes such as complaint investigation, information and assistance, resident council participation, or family council participation.

Scenario 7 - Example

You make one visit to a facility in response to three complaints.

This would be recorded as one visit related to complaints.

Scenario 8 - Poll

You make one visit to a facility to visit residents to provide them with access to the Ombudsman program. This visit was not related to a complaint.

Question: How many visit(s) would be recorded?

- **1) 110 visits**
- **2) 11 visits**
- **3) 1 visit**

Scenario 8 - Answer

You make one visit to a facility to visit residents to provide them with access to the Ombudsman program. This visit was not related to a complaint.

Question: How many visit(s) would be recorded?

- 1) 110 visits
- 2) 11 visits
- 1 visit

Scenario 9 - Poll

You visit a facility to follow-up on a complaint. While you are there, you visit other residents and observe interactions between residents and staff that are not related to the complaint. **Record as one visit to the facility.**

Question: Is the visit complaint related?

- 1) Yes
- **2)** No

Scenario 9 - Answer

You visit a facility to follow-up on a complaint. While you are there, you visit other residents and observe interactions between residents and staff that are not related to the complaint. **Record as one visit to the facility.**

Question: Is the visit complaint related?

1) Yes



Scenario 10 - Poll

You visit a facility because you know there is a new administrator and the facility is due for a routine visit. You speak with several residents and some staff members. While speaking with a resident she shares a complaint and asks for your assistance in addressing it with staff. This is recorded as one facility visit.

Question: Is the visit complaint related?

- 1) Yes
- **2)** No

Scenario 10 - Answer

You visit a facility because you know there is a new administrator and the facility is due for a routine visit. You speak with several residents and some staff members. While speaking with a resident she shares a complaint and asks for your assistance in addressing it with staff. This is recorded as one facility visit.

Question: Is the visit complaint related?



Scenario 11 - Poll

You and another Ombudsman visit a facility together after a family member asks you to help resolve a problem with her mother's care. **This is a complaint related visit.**

Question: How do you record the visit?

- 1) One visit
- 2) Two visits

Scenario 11 - Answer

You and another Ombudsman visit a facility together after a family member asks you to help resolve a problem with her mother's care. **This is a complaint related visit.**

Question: How do you record the visit?



2) Two visits

Scenario 12 - Poll

You visit a facility to work on a complaint. Later that day, someone calls with a different complaint on the same facility. Another Ombudsman takes that complaint and makes a visit in the afternoon. This is recorded as a complaint related visit.

Question: How should visit(s) be recorded?

- 1) Two visits
- 2) One visit

Scenario 12 - Answer

You visit a facility to work on a complaint. Later that day, someone calls with a different complaint on the same facility. Another Ombudsman takes that complaint and makes a visit in the afternoon. This is recorded as a complaint related visit.

Question: How should visit(s) be recorded?

- 1) Two visits
- 2) One visit

Scenario 13 - Poll

You stop at a facility and drop off residents' rights posters and brochures. You visit with several residents, including the Resident Council President, and she invites you to attend the Resident Council meeting that afternoon. Although you cannot attend the meeting, another Ombudsman goes to the meeting. **This is not a complaint related visit.**

Question: How many visit(s) are documented?

- 1) One visit
- 2) Two visits

Scenario 13 - Answer

You stop at a facility and drop off residents' rights posters and brochures. You visit with several residents, including the Resident Council President, and she invites you to attend the Resident Council meeting that afternoon. Although you cannot attend the meeting, another Ombudsman goes to the meeting. This is not a complaint related visit.

Question: How many visit(s) are documented?

One visit
 Two visits

PARTICIPATION IN FACILITY SURVEY, RESIDENT COUNCIL, FAMILY COUNCIL

Codes S-62 through S-67

Scenario 14 - Poll

You share pre-survey information with the assisted living surveyors and participate in the exit conference. The facility type is residential care community.

Question: How many survey activities should be documented?

- 1) Two activities
- 2) One activity

Scenario 14 - Answer

You share pre-survey information with the assisted living surveyors and participate in the exit conference. **The facility type is residential care community.**

Question: How many survey activities should be documented?

- 1) Two activities
- 2) One activity

Scenario 15 - Poll

You participate in the exit conference for a survey at a nursing facility and several weeks later, you participate in the informal dispute resolution regarding the same facility. **The facility type is nursing facility.**

Question: How many survey activities?

- 1) One
- 2) Two

Scenario 15 - Answer

You participate in the exit conference for a survey at a nursing facility and several weeks later, you participate in the informal dispute resolution regarding the same facility. **The facility type is nursing facility.**

Question: How many survey activities?

1) One



Scenario 16 - Poll

The president of the resident council at Happy Acres Nursing Home asks you to join their meeting. Afterwards, the president asks you to provide training to their council leadership. You do that a week later. **The facility type is nursing facility.**

Question: How many resident council activities?

- 1) Two activities
- 2) Three activities

Scenario 16 - Answer

The president of the resident council at Happy Acres Nursing Home asks you to join their meeting. Afterwards, the president asks you to provide training to their council leadership. You do that a week later. **The facility type is nursing facility.**

Question: How many resident council activities?

- 1) Two activities
- 2) Three activities

Scenario 17 - Poll

A family council is beginning to develop at a residential care community (RCC). One of the members invites you to their meeting as a resource and you attend. The next week, the newly elected president asks you to share resources to help the council's effectiveness. You send the president some information. Later that month, another RCC family council asks you to speak at their meeting and you do. **The facility type is residential care community.**

Question: How many family council activities?

- 1) Three
- 2) Two
- 3) One

Scenario 17 - Answer

A family council is beginning to develop at a residential care community (RCC). One of the members invites you to their meeting as a resource and you attend. The next week, the newly elected president asks you to share resources to help the council's effectiveness. You send the president some information. Later that month, another RCC family council asks you to speak at their meeting and you do. **The facility type is residential care community.**

Question: How many family council activities?

- 1) Three
- 2) **Two**
- 3) One

COMMUNITY EDUCATION SESSIONS

Code S-68

Scenario 18 - Example

You spend the morning staffing a booth during a health fair providing information about the Ombudsman program to 150 people. In the afternoon, you make a presentation on long-term care facilities and residents' rights at a senior center. Fifty people attended.

Two different community education sessions were conducted; this counts as two instances. The number of instances (or activities) is reported in NORS, not the number of individual contacts.

Scenario 19 - Poll

You finish an article on the Ombudsman program for the Area Agency on Aging's (AAA) newsletter, post a few photos of the recent Ombudsman recognition ceremony on the Ombudsman program's Facebook account and tweet about it, and attend a caregivers' meeting to share information about the Ombudsman program. The AAA newsletter has a circulation of 1,000 addresses. You know it will take a few days to determine the reach of your social media posts.

Question: How many community education activities?

- 1) Five activities
- 2) One activity
- 3) Unknown

Scenario 19 - Answer

You finish an article on the Ombudsman program for the Area Agency on Aging's (AAA) newsletter, post a few photos of the recent Ombudsman recognition ceremony on the Ombudsman program's Facebook account and tweet about it, and attend a caregivers' meeting to share information about the Ombudsman program. The AAA newsletter has a circulation of 1,000 addresses. You know it will take a few days to determine the reach of your social media posts.

Question: How many community education activities?

- 1) Five activities
- 2 One activity
- 3) Unknown

Scenario 20 - Example

The Ombudsman program has a web-based training program for consumers that tracks information about each person who completes the course throughout the year. When you review the information on attendees, there are 65 people who viewed part of the course and 30 who completed the entire course, including the quiz. **This is documented as one community education activity.**

QUESTIONS?

Quiz Resources and Directions

NORS Table 3:State Program Information, Part H

Pages 27 – 35 and element numbers S-51 through S-68

https://ltcombudsman.org/uploads/files/support/NORS_Table_3_Program_Information_04-30-2021-1.pdf

Part H: Ombudsman Program Activity Data Elements

Element Number	Data Element	Element Description	Quantifier	Туре	Codes and Values	Examples and Reporting Tips
S-48	Certification training hours	Total hours of training required for an individual (paid or volunteer) to achieve certification which allows an individual to be eligible for designation as a representative of the Office of State LTC Ombudsman.	Single	Numeric	NA (not a coded element)	If a state has various levels of training based on volunteer or paid status, select the minimum number of training hours required to perform the duties as a representative of the Office. It must be a whole number.
S-49	Continuing education	Annual number of hours of in-service training required for all representatives of the Office.	Single	Numeric	NA (not a coded element)	If a state has various levels of continuing education requirements based on volunteer or paid status, select the minimum number of continuing education hours required to maintain ability to perform the duties as a representative of the Office. It must be a whole number.
S-50	Number of individuals completing certification training	Total number of individuals (paid or volunteer) completing certification training within the federal fiscal year.	Single	Numeric	NA (not a coded element)	Report number of individuals who completed training even if they have not started fulfilling the duties of a representative of the Office. It must be a whole number.

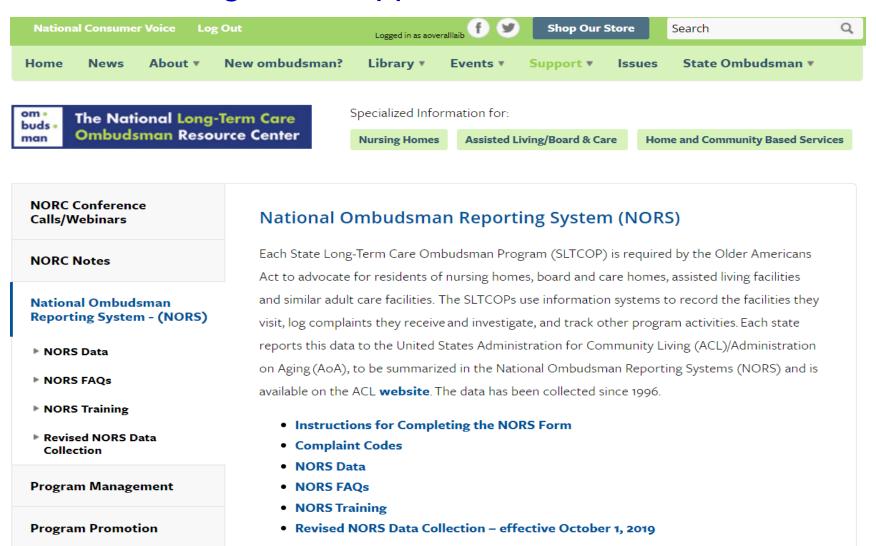
Summary

- Administration for Community Living's perspective
- Part IV Training Materials
- Basic Principles in the NORS Ombudsman Program Activity
- Quiz
 - NORS Table 3: State Program Information
 - Quiz
 - Quiz Answer Sheet
- Quiz Activity
- Questions and Answers
- Resources

RESOURCES

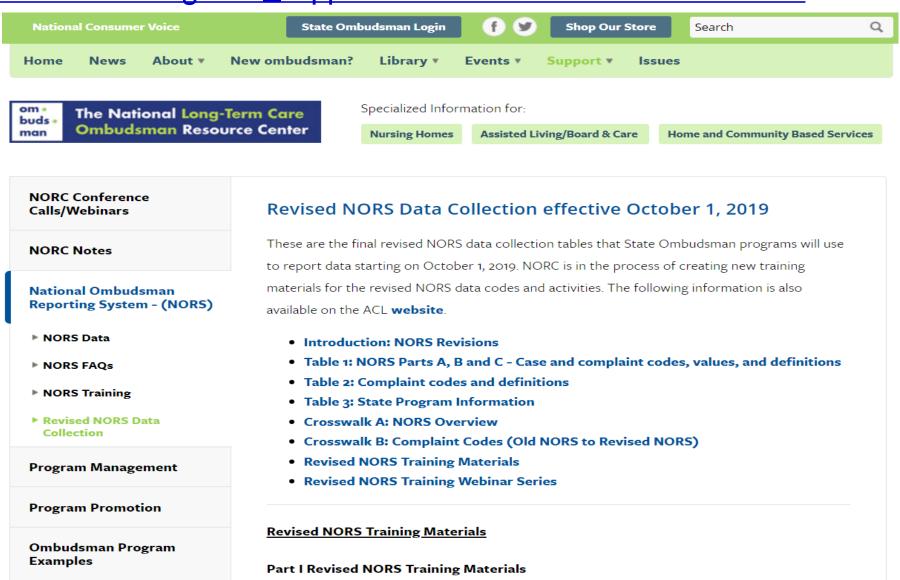
NORS Instructions, Training, and Materials

https://ltcombudsman.org/omb_support/nors



Revised NORS Data Collection

https://ltcombudsman.org/omb_support/nors/revised-nors-data-collection



Start Using Revised NORS – October 1, 2019



Contact Information

Amity Overall Laib, NORC Director <u>aoveralllaib@theconsumervoice.org</u> (202) 332 2275 ext. 207

Louise Ryan, Ombudsman Program Specialist, AoA/ACL louise.ryan@acl.hhs.gov 206-615-2514

Maria Greene
NORC Consultant
margreene@outlook.com
(770) 668 6366



The National Long-Term Care Ombudsman Resource Center

The National Long-Term Care Ombudsman Resource Center (NORC)

www.ltcombudsman.org

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The National LTC Ombudsman Resource Center



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