Section & Items	Variable Names	Scale Description
ID	ID	Survey Identifier
Type of Survey Used	LEVEL	1 = Front Line Employee 2 = Manager
Section I; Your Present Tasks and Responsibilities	EMP1 to EMP27	1 = Strongly Disagree 2 = Disagree 3 = Neither Agree nor Disagree 4 = Agree 5 = Strongly Agree
Section III; Your Evaluation of Your Own Performance (Creativity - 10 Questions)	CREATE1 to CREATE10	1 = Bottom 20% 2 = Lower 30% 3 = Middle 50% 4 = Upper 30% 5 = Upper 20% 6 = Upper 10% 7 = Top 5%

Section VII Items	Variable Names	Scale Description
Gender	SEX	1 = Male 2 = Female
Age	AGE	1 = < 25 yrs 2 = 25-35 yrs 3 = 36-45 yrs 4 = 46-55 yrs 5 = 56-65 yrs 6 = > 65 yrs
Education	EDUC	1 = High School/GED 2 = Technical Certification 3 = Associates Degree 4 = Some College 5 = College Degree 6 = Graduate School
Years Employed in this Nursing Home	HEXP	1 = < 2 yrs 2 = 2-5 yrs 3 = 6-10 yrs 4 = 11-15 yrs 5 = 16-20 yrs 6 = > 20 yrs
Total Years of Experience in any Nursing Home	TEXP	1 = < 2 yrs 2 = 2-5 yrs 3 = 6-10 yrs 4 = 11-15 yrs 5 = 16-20 yrs 6 = > 20 yrs

Years Expected to Stay in this Nursing Home	TENURE	Enter the number of years directly
Present Job Title	TITLE	01 = Clerk/Secretary 02 = LPN 03 = Nursing Assistant 04 = RN 05 = Social Worker 06 = Technologist 07 = Therapist 08 = Supervisor/Manager 09 = Middle/Upper Mgmt 10 = Other 11 = Manager 12 = Nurse Manager 13 = Office Supervisor 14 = Unit Manager 15 = Assistant Nurse Manager 16 = Business Practice Coordinator 17 = Cluster Support Assistant 18 = RN Weekend Coordinator 19 = Assistant Nurse Manager 20 = Coordinator
Type of Employee	TEMP	1 = Full time employee 2 = Part time employee 3 = Causal Employee
Income	INC	1 = < 10,000; 2 = 10 – 29,999 3 = 30 – 49,999; 4 = 50 – 69,999 5 = 70 – 89,999; 6 = > 90,000
Quality Code	CODE	0 = High quality, no problems detected. 1 = No more than 10 omitted items with a majority (> 5) in the demographics section 2 = Most or all of one section omitted 3 = More than one section omitted 4 = Lack of variation (checked the same category for all items in a section). 5 = Major quality problems

Notes for use of coding sheet:
1. All missing values must be entered as blanks.
2. Do not use Tab key for data entry. Use space key to move forward.
3. Be sure to look for jumps in locations.