

ESF Staff Schedule Worksheet

ENHANCED SERVICES FACILITY NAME		LICENSE NUMBER	INSPECTION DATE
LICENSOR'S NAME		Inspection Type: <input type="checkbox"/> Initial <input type="checkbox"/> Full <input type="checkbox"/> Complaint	
Staffing Levels: 388-107-0240 and 388-107-0260			
The enhanced services facility must ensure that sufficient numbers of appropriately qualified and trained staff are available to safely provide necessary care and services consistent with residents' person-centered service plans under routine conditions, as well as during fire, emergency, and disaster situations; (1)(a)			
NUMBER OF RESIDENTS IN HOME	Are staffing sheets attached or stored electronically?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Were minimum staffing levels met based on the criteria below?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Review the prior two-week staffing schedule to answer the following questions:			
Minimum Staff (0240): At least two staff are awake and on duty <u>in</u> the facility at all times if there are any residents in the facility. (1)(b)			
Facility Contract with HCS: One staff for every four residents.			
Was there one staff on duty for every four residents with a minimum of two staff awake and on duty at all times?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Licensed Nursing Staff (0240): A registered licensed nurse must be available to meet the needs of the residents as follows:			
<ul style="list-style-type: none"> • On duty <u>in</u> the facility at least 20 hours per week (2)(a); and • When not present, available on-call and able to respond within 30 minutes by phone or in person. (2)(b) 			
Was there at least one registered licensed nurse staff on duty for at least 20 hours a week?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Was a registered licensed nurse available on call and able to respond within 30 minutes when one was not on duty?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Licensed Nursing Staff – Staffing for Medically Fragile (0260):			
If an ESF serves one or more medically fragile residents, the facility must ensure that a registered nurse is on site for at least 16 hours per day. A registered nurse or a doctor must be on call the remaining eight hours.			
<input type="checkbox"/> N/A, no medical fragile residents. If this box is checked, skip the next two questions.			
If servicing a medical fragile resident, was a registered nurse on site at least 16 hours per day?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If serving a medically fragile resident, was a registered licensed nurse or doctor on call for the remaining eight hours?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Mental Health Professional: A mental health professional must be available to meet the needs of the residents as follows:			
<ul style="list-style-type: none"> • On duty <u>in</u> the facility at least eight hours per day (4)(a); and • When not present, available on-call and able to respond within 30 minutes by phone or in person (4)(b). 			
Was a MHP on duty in the facility at least eight hours per day?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Was a MHP available on call and able to respond within 30 minutes when one was not on duty?		<input type="checkbox"/> Yes <input type="checkbox"/> No	