|  | AGING AND LONG-TERM SUPPORT ADMINISTRATION (ALTSA)  ENHANCED SERVICES FACILTY (ESF)  **ESF Staff Schedule Worksheet** | | | | | **Attachment O** |
| --- | --- | --- | --- | --- | --- | --- |
| ENHANCED SERVICES FACILITY NAME | | | | LICENSE NUMBER | ENTRANCE DATE | |
| LICENSOR’S NAME | | | Inspection Type:  Initial  Full  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?  Yes  No  Were minimum staffing levels met based on the criteria below?  Yes  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 in 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?  Yes  No | | | | | | |
| **Licensed Nursing Staff (0240):** A registered licensed nurse must be available to meet the needs of the residents as follows:   * On duty in 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?  Yes  No  Was a registered licensed nurse available on call and able to respond within 30 minutes when one was not on duty?  Yes  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. | | | | | | |
| **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?  Yes  No  If serving a medically fragile resident, was a registered licensed nurse or doctor on call for the remaining eight hours?  Yes  No | | | | | | |
| **Mental Health Professional:** A mental health professional must be available to meet the needs of the residents as follows:   * On duty in 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 an MHP on duty in the facility at least eight hours per day?  Yes  No  Was an MHP available on call and able to respond within 30 minutes when one was not on duty?  Yes  No | | | | | | |