|  | 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 [ ]  NoWere 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 [ ]  NoWas 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 [ ]  NoIf 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 [ ]  NoWas an MHP available on call and able to respond within 30 minutes when one was not on duty? [ ]  Yes [ ]  No |