

# DIRECT CARE STAFF SCHEDULE

Week Beginning \_\_\_\_\_

Service Level \_\_\_\_\_

Vendor/Administrator (Circle one or both) \_\_\_\_\_

Signature: \_\_\_\_\_

Number of Consumers (Billable Occupancy) \_\_\_\_\_

Hours	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
	b	a	b	a	b	a	b	a	b	a	b	a	b	a
6:00 AM														
7:00														
8:00														
9:00														
10:00														
11:00														
12:00 N														
1:00 PM														
2:00														
3:00														
4:00														
5:00														
6:00														
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9:00														
10:00														
11:00														
12:00 MN														
1:00 AM														
2:00														
3:00														
4:00														
5:00														

List Direct Care Staff using letters A, B, C, D, E, F, G, Q (below). Complete the schedule (above) showing the corresponding letter of each staff on duty for each hour of each day. Use the first column of each day (shaded - b) for Basic Staffing.

A \_\_\_\_\_ F \_\_\_\_\_ Maximum Basic Staffing: **168**

B \_\_\_\_\_ G \_\_\_\_\_

C \_\_\_\_\_ **Administrator Q** \_\_\_\_\_

D \_\_\_\_\_ (only assign Q to the schedule when the Administrator's duties are direct supervision of consumers or program preparation functions and **NOT** Facility Administrator responsibilities or duties).

E \_\_\_\_\_

LESS: Estimate the number of hours in a typical week that no consumers are under the supervision of facility staff \_\_\_\_\_

PLUS: Additional Direct Care Staff Hours \_\_\_\_\_

Estimated Basic Staffing \_\_\_\_\_

Total Direct Care Staffing \_\_\_\_\_

**Number of consumers at the facility during each hour**

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Time	# of Clients	# of Clients	# of Clients	# of Clients	# of Clients	# of Clients	# of Clients
6:00am - 7:00am							
7:00am - 8:00am							
8:00am - 9:00am							
9:00am - 10:00am							
10:00am - 11:00am							
11:00am -12:00pm							
12:00pm - 1:00pm							
1:00pm - 2:00pm							
2:00pm - 3:00pm							
3:00pm - 4:00pm							
4:00pm - 5:00pm							
5:00pm - 6:00pm							
6:00pm - 7:00pm							
7:00pm - 8:00pm							
8:00pm - 9:00pm							
9:00pm - 10:00pm							
11:00pm - 12:00am							
12:001m - 1:00am							
1:00am - 2:00am							
2:00am - 3:00am							
3:00am - 4:00am							
4:00am - 5:00am							
5:00am - 6:00am							

Facility Name: \_\_\_\_\_

Week Of: \_\_\_\_\_ to \_\_\_\_\_

