

Administrator Alert

*Policy updates & rule clarifications for Assisted Living,
Residential Care & Nursing Facilities*

Office of Licensing & Quality — Oregon Department of Human Services

September 25, 2009

Direct Care Staff Daily Report (SDS 0717)

Dear Administrators,

Please share this Administrator Alert with the person(s) who is responsible for compiling and updating the Direct Care Staff Daily Report (SDS 0717).

It has been noted that a few facilities have been using outdated versions of the Direct Care Staff Daily Report. As a follow-up to the Administrator's Alert sent March 25, 2009, I am reminding facilities that there is an updated version of the SDS 0717 that has the current CNA/NA minimum staffing ratios noted on the front page.

Action required:

Please ensure that it is the current version of the Direct Care Staff Daily Report (SDS 0717) that you are posting. The current version has the date of 04/09 noted in the bottom right-hand corner of the form and has the current CNA/NA staffing levels of Day shift 1:7; Evening Shift 1:11; and Night shift 1:18 listed in the box on the first page.

Reference:

OAR 411-086-0100

(2) DAILY STAFF PUBLIC POSTING.

(a) The facility must have the number of on-duty nursing staff publicly posted 24 hours each day using form SDS 0717.

(A) The posted report must be prominently displayed in a public area, readily accessible to residents and visitors, as described in OAR 411-085-0030(1)(b).

(B) The posted report must be at least 8.5 x 14 inches and printed in a minimum font size of 16.



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(C) The staffing information must be an accurate reflection of the actual staff working each shift.

(b) The posted staffing report must include:

(A) Facility name;

(B) Current date;

(C) Current resident census per shift;

(D) The total number and actual hours worked by registered nurses (RNs), licensed practical nurses (LPNs) and nursing assistants (CNAs and NAs) directly responsible for resident services per shift; and

This form is formatted as both a Word and a PDF document. Instructions for completing the form are located on the second page of the document. The form is available on the DHS website at the following website address:

<http://dhsforms.hr.state.or.us/forms/databases/FMPRO>

If you have any questions about the above information or require assistance in acquiring the updated form, please telephone or e-mail Joanne Birney at 503-945-6748, Joanne.Birney@state.or.us.

