POLICY

The community will ensure that there are sufficient caregivers and general staff to meet residents’ needs in a timely manner. Staffing will be based upon the residents’ acuity level as determined by the residents’ evaluations as well upon the skill level and longevity of staff.

Minimum staffing levels are determined according to census and calculated by our calculating tool the “KRA” Key Reporting Areas. Each day the current census is entered into the KRA along with any residents out on bed hold to determine the staffing level for the day. Staffing levels can change daily as the census changes. These levels are minimum and calculated to meet the scheduled and unscheduled needs of the residents.

Quarterly or more frequently if the community identifies a trend in increasing acuity levels the staffing pattern based on resident acuity will be re-evaluated and adjusted as needed to meet residents’ needs. When evaluating the staffing plan the community will consider in addition to resident acuity the community’s physical plant configuration, skill level and longevity of staff and any resident or staff concerns regarding availability of staff.

If the Executive Director becomes aware that the current staffing pattern does not provide services in the manner or timeframe deemed appropriate by the Executive Director, the Executive Director will collaborate with the owner, corporate or regional staff as per company policy.

If at anytime the acuity staffing pattern dictates more staff than what the community has scheduled, the Executive Director will be notified. In the event of a critical staffing situation, the Executive Director will mobilize all available appropriate resources to ensure that resident needs are met.

Except in the case of an emergency, only staff who have completed the training requirements will be allowed to provide direct care services to residents.

DEFINITIONS

To ensure that residents’ scheduled and unscheduled needs are met in a timely manner and to ensure there is sufficient staffing to support a homelike environment and person directed care and to comply with state mandatory staffing rules.

PROCEDURES
Caregiving staffing levels are determined by multiplying a ratio times the number of residents in the facility on a given day, but in no event will there be less than 2 caregiving staff per shift when there is at least one resident that requires the assistance of two staff members at the same time. Per resident day staffing ratios were determined based on the assumption that most residents in our community have high care needs. There are times however that even the best staffing tool does not objectively anticipate the need. The Executive Director or Person in Charge makes rounds at various times on a daily basis. The purpose of these rounds is to ensure resident needs are being met. When there are concerns, the Executive Director is encouraged to investigate, talk with their staff and if necessary make adjustments to their staffing. Multiple factors play into staffing needs such as staff training, education, longevity, resident needs and behaviors. These are all factors that must be fine-tuned from time to time by the Executive Director doing walking rounds.

**Emergency Staffing:**
Staff who have not completed the required training may be mobilized to work as caregivers in the event of an emergency staffing situation such as:

- Wide spread illness within the resident community resulting in temporary increased staffing needs
- Widespread illness within the staff which results in healthy staff not being available to work.
- Severe weather which prevents sufficient staff from reporting to work.
- Physical plant/utility failures etc. which result in increased need for staff.

In the event of an emergency staffing situation use the “Emergency Staffing Form” and document:

- Date
- Nature of emergency
- How long emergency lasted
- Name and positions of staff who provided emergency staffing coverage.

See attached form

**FORMS**

Emergency Staffing Form
# Policies and Procedures
## Residential and Assisted Living Communities

<table>
<thead>
<tr>
<th>Policy Title:</th>
<th>Staffing by Acuity and for Staffing Emergencies</th>
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<td>Policy Number:</td>
<td>RS.15.40.02</td>
</tr>
<tr>
<td>Effective Date:</td>
<td>4/1/2013</td>
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<tr>
<td>Approved By:</td>
<td>Kevin Cox</td>
</tr>
<tr>
<td>Revision Date:</td>
<td>8/24/2016</td>
</tr>
<tr>
<td>Page Number:</td>
<td>Page 3 of 3</td>
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**Emergency Staffing Form**

Date Emergency Staffing Started: __________  Date Emergency Staffing Ended: __________

SPD Person Notified: ___________________________  Date: ________________

Nature of the emergency:

- __________________________________________________________________________
- __________________________________________________________________________
- __________________________________________________________________________

**Emergency Staff**

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<tr>
<th>Date</th>
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Signed: ___________________________________________  Date: __________

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