|  | AGING AND LONG-TERM SUPPORT ADMINISTRATION (ALTSA)  ENHANCED SERVICES FACILTY (ESF)  **ESF Staff Schedule Worksheet** | | | | **Attachment O** |
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| ENHANCED SERVICES FACILITY NAME | | | LICENSE NUMBER | INSPECTION DATE | |
| LICENSOR’S NAME | | | Inspection Type:  Initial  Full  Complaint | | |
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| **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 a MHP on duty in the facility at least eight hours per day?  Yes  No  Was a MHP available on call and able to respond within 30 minutes when one was not on duty?  Yes  No | | | | | |