

Direct Care Staff Daily Report

On duty today: / /

Facility name: _____

Nursing staff directly responsible for resident care (see shift ratio/staff type(s)/exceptions below)

Day shift		
Resident census:		
Staff type	Number of staff	Hours worked
RN		
LPN		
CNA**		
NA**		

Authorized by: _____

**Mandatory minimum shift ratio	
Day:	1 CNA/NA per 7 residents
Evening:	1 CNA/NA per 9.5 residents
Night:	1 CNA/NA per 17 residents

**Staffing questions or concerns call:
(503) 373-1964**

Evening shift		
Resident census:		
Staff type	Number of staff	Hours worked
RN		
LPN		
CNA**		
NA**		

Authorized by: _____

Staff types	
RN	Registered Nurse
LPN	Licensed Practical Nurse
CNA**	Certified Nursing Aide
NA**	Nursing Aide (<i>non-certified</i>)
CMA	Certified Medication Aide
RA	Restorative Aide (<i>certified</i>)

Night shift		
Resident census:		
Staff type	Number of staff	Hours worked
RN		
LPN		
CNA**		
NA**		

Authorized by: _____

Exceptions
CMA's / RA's are not required staffing positions.
CMA's/RA's/or Charge Nurses (<i>RN/LPN assigned as Charge Nurse</i>) may not be counted toward meeting the direct care minimum staffing ratios.

General Instructions for Completion

Proper use of this form complies with the federal requirement for Nursing Facilities, 42CFR 483.30(e) and state standard [OAR 411-086-0100\(2\)](#), related to public posting of direct care staff on duty.

Completion instructions:

- ◇ All blanks must be filled-in, using N/A if not applicable.
- ◇ Facility name refers to the licensed (*familiar*) name rather than corporate ownership.
- ◇ Date refers to the date beginning each day shift.
- ◇ Resident census must be an accurate reflection of the number of residents currently admitted to the facility at the beginning of each shift. This number may require periodic updating during a 24 hour period. For further reporting information, refer to Nursing Assistant (NA) Staff Ratio Chart (*SDS 0717A*).
- ◇ Shift times reflect the beginning and ending of each consecutive eight hour shift, specific to this facility. (See *OAR 411-086-0100(5)(a)*). Licensed nurses, directly responsible for resident care, are those RNs and LPNs assigned to perform direct nursing care duties not administrative duties.
- ◇ CNAs and NAs, directly responsible for resident care, refer to those CNAs and NAs with responsibility for the overall direct care of specific residents. Restorative Aides and Certified Medication Aides **cannot** be counted toward meeting the minimum ratio requirements. (See *OAR 411-086-0100(5)*)
- ◇ Blank rows are provided to report those nursing staff providing direct care, but not otherwise reported as part of the minimum requirements.
- ◇ The "Number of Staff" refers to the total Full Time Equivalent (FTE) for that category, present during that shift. This number may require updating at the beginning of each shift.

Examples:

- There are 5 CNAs, each working an 8 hour shift. The total number of staff would be 5.
- There are 7 CNAs each working an 8 hour shift, plus 2 CNAs each working 4 hours. The total number of staff would be 8.

- There are 5 CNAs each working an 8 hour shift, but one CNA goes home ill at midday. The total number of staff would be 4.5.
- ◇ The "Hours worked" refers to the total number of actual hours worked by the staff present during that shift. This number may require updating at the beginning of each shift.

Examples:

- There are 5 CNAs working an 8 hour shift. The total number of hours would be 40.
- There are 7 CNAs working an 8 hour shift, plus 2 CNAs each working 4 hours. The total number of hours would be 64.
- There are 5 CNAs working an 8 hour shift, but one CNA goes home ill at midday. The total number of hours would be 36.
- ◇ This form must contain the signature(s) of the authorized individual(s) responsible for the information provided on the Direct Care Staff Daily Report. Sign at start of each shift.
- ◇ The facility must retain this daily posted form, *SDS 0717*, for a minimum of 18 months from date posted.

Instructions for public posting (*SDS 0717 and SDS 0717A*):

- ◇ Must post prominently for public view in a public area (*i.e., the main lobby*), readily accessible to residents, family, direct care staff and general public.
- ◇ Must be posted 24 hours per day, 7 days per week.
- ◇ Must be printed on a minimum 8.5 inch by 14 inch paper.
- ◇ Must be legible and clearly completed.